



S. P. Mandali's

R. A. Podar College of Commerce & Economics (AUTONOMOUS)

L. N. Road Matunga, Mumbai -400019

An 'A+' Institution as Accredited by NAAC
Certified as 'Best College' by University of Mumbai

Date: 13/06/2025

Notice for Library Membership for 2025-26

All degree and junior college students of our college need to obtain a Library Membership for the year 2025-26 to access the library facilities. The link for the 'Library Membership Form' is provided below:

Link for Library membership: <https://forms.gle/nq6LgauhBUtnS9mL7>

The students also need to submit the following documents to the Circulation Counter of the College Library.

1. Two latest passport-size photographs
2. Submit last year's Library Cards, if any.

After the submission of the online form, students will get two library tickets within two working days.

Sd

Librarian

RULES AND REGULATIONS OF THE LIBRARY

1. Absolute SILENCE must be maintained in the Library
2. A member will get two library cards, one for a Textbook and one for Non-Text Book.
3. Every student member is entitled to borrow one textbook and one Non-text book at a time for a period of seven days.
4. Every book issued for home reading must be returned to the library on or before the date marked last on the Date Slip in the book. Failing to do so will be treated as default, and appropriate fines will be imposed.
5. In case of late return of the book, a fine of Rs. 2/-per book per day will be charged after the due date. Persistent delay or default in returning books will be penalized by withdrawing the home reading facility.
6. Reference books i.e. Encyclopedias, Directories, Handbooks, Dictionaries, Atlases, Maps, etc. are meant exclusively for the use in the library only.
7. Journals and Magazines (bound or loose issues) will not be issued for home reading. Members will have to refer to them in the library only.
8. OPAC (Online Public Access Catalogue) and Card Catalogue for Author, Title and Subject have been provided for tracing books out of library collection.
9. In order to get a book, all particulars on the Demand Slip must be properly filled in and the Demand Slip handed at the counter.
10. Books may be reissued for the next week provided there is no claim for them by other students or staff members.
11. Holders of the Library Reader's Tickets will bear full responsibility for books issued on their tickets.
12. If Identity cards or Readers' ticket is lost, a fresh one will be issued on payment of Rs.100/-and or Rs.05/- respectively.

The cooperation of students is earnestly requested in observing these rules and regulations.