

J. R. SHAH LIBRARY - RULES AND REGULATIONS

4th Floor, 462, Aayakar Bhawan, New Marine Lines, Mumbai-400 020

Working Days

Library opens on all working days.

Working Hours

10.30 a.m. to 6.00 p.m.

Library Rules and Regulations for readers

1. A person desirous of using the Library shall enter his/her name, address and time of entry legibly and put signature in the register kept at the entrance for the purpose.
2. Readers should observe strict silence and switch off their mobile phones in the library premises.
3. Personal belongings of the reader including precious valuable items can be brought in the library by the readers at their own risk.
4. Readers should not leave the books on the reading table after use. Readers should not write in, mark or otherwise disfigure/damage books, furniture etc.
5. Photocopying service is not available.

Library Rules and Regulations for Registered members

1. Any member of CTC can become a Registered member of the library by issue of library membership identity card for annual membership of ₹ 500/-.
2. Library membership ID cards are non-transferable.
3. Books (maximum of 2) are normally issued for two days except:
 - a) Books borrowed on Friday can be returned latest by 12 p.m. on following Monday
4. Latest books can be borrowed ONLY on Fridays. (Latest books means, books published within three months.)
5. Borrowers must satisfy themselves with the physical condition of books before borrowing.
6. Members are responsible for books issued against their membership ID cards.
7. Issued books returned after due date attract overdue charges. The overdue charges will be ₹ 50/- per day per book. Sending reminders to defaulters is not obligatory on the part of the Library.
8. Library can recall any issued book even before the due date.
9. For loss of library card, readers have to pay ₹ 50/- per card.