**Rizvi College of Arts, Science & Commerce**

**(Hospitality Studies)**

**Code of Conduct**

# Library:

* 1. Books marked **“Reference only”** cannot be taken out of the college.
  2. Students deposit their library card and collect the book they want to refer.
  3. Photocopies if required can only be taken from the college photo coping machine for a price of Rs.1 pp. The librarian’s approval for photocopying is compulsory.
  4. Books taken home should be returned within three working days, after which a fine of Rs.5/- – per day would be levied.
  5. Books should not be torn, defaced or mutilated in any way.
  6. Students who lose an institute book should report to the staff concerned. Either the student replaces the book or pays a fine equivalent to the book price.
  7. If a student loses his library card a new one will be issued after due charge is paid.