

**GOKHALE EDUCATION SOCIETY'S
ARTS, COMMERCE & SCIENCE COLLEGE
SHRIWARDHAN
LIBRARY**

GENERAL RULES

- 1) Identity Card is non transferable.
- 2) Every Student must always carry his/her Identity Card.
- 3) If the Identity card is lost by a member, he/she shall make a written report to the Principal/Librarian and request for a duplicate
- 4) A duplicate Identity Card will be issued to the member on payment of Rs. 50/-.
- 5) College Leaving Certificate will not be given to a student until he/she has returned all the books.
- 6) Users should sign. In the Student's/ Reader's Attendance Register kept at the Circulation Counter.
- 7) Spitting and smoking in any part of the library is strictly prohibited.
- 8) No waste paper shall be thrown on the floor of the library.
- 9) Any misuse of the library privilege would be considered a serious breach of discipline, and the librarian is empowered to take such action as is necessary after consulting with the Principal.

PRINCIPAL

CIRCULATION RULES

- 1) Books will be issued between 9.00 a.m. to 5.00 p.m. On all working days.
- 2) Two Books (One Reference and One Text) books will be issued for a period of 7 days.
- 3) An issued book must be returned within 7 days otherwise an overdue fine of 1.00 Rupee per day will be charged.
- 4) Due date of an issued book, if not in demand, may be renewed at the discretion of the Librarian.
- 5) While borrowing book every student must check the books missing pages or any other damages to the book and bring it to the notice of Librarian.
- 6) All books taken by the reader for consultation in the library should be returned to the Counter-assistant/Librarian before leaving the library.
- 7) Do not mark or fold any pages of the library-book.
- 8) Any Library-book damaged by the user shall be replaced or its cost and fine shall be paid by the user.
- 9) Issued book may be suspended at any time by the order of Librarian, for instance, at the time of stock taking.
- 10) The librarian is empowered to recall any book at any time.
- 11) Handle the books carefully while Browsing/Consulting them.
- 12) No part of Library reading material shall be photocopied without permission of the Librarian.
- 13) All Library books shall be returned after the end of the Examination immediately.

PRINCIPAL

STUDY ROOM RULES

- 1) The Study-Room will remain open from 9.00 a.m. to 5.00 p.m. on all working days.
- 2) Sticks, Umbrellas, Boxes, bags and such other personal belongings shall be kept at the corner of the entrance.
- 3) Strict silence shall be observed in the Library Reading- Room.
- 4) Sleeping on the tables is not allowed.
- 5) Eatable are not allowed in the library.
- 6) Discussion/ Group-Discussion is not allowed in the Reading Room.

PRINCIPAL

**GOKHALE EDUCATION SOCIETY'S
ARTS, COMMERCE AND SCIENCE COLLEGE, SHRIWARDHAN
Dist. Raigad, Maharashtra
LIBRARY COPYRIGHT POLICY**

1. PURPOSE

The Library Copyright Policy aims to ensure the lawful, ethical and responsible use of copyrighted information resources available through the College Library.

The policy provides simple guidelines for students, faculty members, research scholars, library staff and other authorised users regarding:

- use of copyrighted materials;
- photocopying and scanning;
- electronic resources and databases;
- downloading and sharing;
- citation and acknowledgement;
- Open Access and Creative Commons resources; and
- copyright infringement and plagiarism.

2. SCOPE

This policy applies to all authorised users of the College Library and covers:

- Books and reference materials
- Journals and periodicals
- Newspapers
- Theses and dissertations
- E-books and e-journals
- Online databases
- Digital documents
- Institutional Repository resources
- Images, photographs, tables and figures
- Photocopying and scanning facilities
- Other copyrighted materials accessed through the Library

3. LEGAL FRAMEWORK

This policy shall be read with:

1. The **Copyright Act, 1957**, as amended from time to time.
2. Applicable UGC regulations and guidelines concerning academic integrity and plagiarism.
3. Terms and conditions of publishers and electronic-resource providers.
4. Applicable College rules relating to academic integrity and responsible use of information resources.

4. WHAT IS PERMITTED

Library users may use information resources for legitimate **teaching, learning, private study and research**, subject to copyright law and applicable licence conditions.

4.1 Reading and Consultation

Users may:

- read and consult books, journals, newspapers and other Library resources;
- use Library resources for academic study and research;
- access subscribed electronic resources through authorised Library or institutional access.

4.2 Limited Copying

Users may make copies or extracts where such copying is permitted under applicable copyright law or the terms of the relevant licence.

Copying should be limited to what is reasonably required for the legitimate academic purpose.

4.3 Quotations and Academic Writing

Users may use reasonable quotations where permitted by law, provided that:

- the source is properly acknowledged;
- the author's name is given where appropriate;
- quotation marks are used where required; and
- The quotation is not presented as the user's original work.

4.4 Teaching and Learning

Faculty members and students may use copyrighted material for legitimate educational activities to the extent permitted by applicable law.

This may include appropriate use of excerpts, illustrations, articles or other material for classroom teaching and academic discussion.

4.5 Electronic Resources

Users may:

- download or print articles/documents within the limits permitted by the publisher or database licence;
- save material for legitimate academic use where permitted;
- use subscribed databases for authorised College teaching and research activities.

4.6 Open Access and Creative Commons

Users may reuse Open Access or Creative Commons materials according to the specific licence attached to the work.

Users must comply with conditions such as:

- Attribution;
- Non-Commercial use;
- ShareAlike;
- NoDerivatives; or
- other licence conditions, where applicable.

4.7 Institutional Repository

Academic works may be deposited in the Institutional Repository when the author has the necessary rights or permission and applicable publisher conditions have been satisfied.

Where required, access may be restricted because of copyright, publisher embargoes or other legal conditions.

4.8 Permission-Based Use

Where a proposed use is not covered by an applicable copyright exception or licence, the user should obtain permission from the copyright holder or authorised licensing body before reproducing or distributing the material.

5. WHAT IS NOT PERMITTED

The following activities are prohibited unless specifically authorised by applicable law, the copyright holder or the relevant licence.

5.1 Unauthorised Reproduction

Users shall not:

- reproduce copyrighted works without lawful authority;

- reproduce an entire book or substantial part of a work where such reproduction is not permitted;
- make copies for commercial sale or distribution;
- distribute unauthorised copies of Library materials.

5.2 Unauthorised Photocopying and Scanning

Users shall not:

- systematically photocopy or scan complete books;
- reproduce substantial portions of copyrighted works for unauthorised distribution;
- use Library photocopying facilities to facilitate commercial reproduction.

The Library may refuse a photocopying or scanning request that appears to violate copyright law or licence conditions.

5.3 Bulk Downloading

Users shall not:

- systematically download large numbers of articles;
- download entire journal issues or databases where prohibited;
- use automated downloading tools where prohibited by the provider;
- undertake activities that may cause suspension or termination of the College's electronic-resource subscription.

5.4 Sharing Electronic Resources

Users shall not:

- share institutional database passwords;
- share personal/institutional access credentials;
- distribute subscribed e-journal articles or e-books to unauthorised persons;
- upload licensed resources to public websites, social-media groups or file-sharing platforms.

5.5 Commercial Use

Library resources and institutional subscriptions shall not be used for:

- unauthorised commercial purposes;
- resale;
- commercial redistribution;
- unauthorised publication or mass distribution.

5.6 Circumvention of Digital Restrictions

Users shall not unlawfully:

- bypass DRM;
- circumvent access controls;
- defeat technical restrictions imposed on electronic resources;
- use methods designed to obtain unauthorised access to subscription resources.

5.7 Removal of Copyright Information

Users shall not remove or alter:

- copyright notices;
- author information;
- attribution statements;
- licence information;
- publisher information.

7. USE OF IMAGES, TABLES AND FIGURES

Particular care shall be taken when reproducing:

- photographs;
- diagrams;
- maps;
- tables;
- graphs;
- charts;
- illustrations;
- infographics;
- screenshots.

Before reproducing such material in a thesis, dissertation, article, presentation, website or publication, users should check the copyright status and licence conditions and obtain permission where required.

8. USE OF ARTIFICIAL INTELLIGENCE TOOLS

Students, faculty and researchers using AI tools shall respect copyright and academic-integrity requirements.

Users shall not:

- upload confidential or restricted Library/database content to AI systems without authorisation;
- use AI tools to circumvent copyright restrictions;
- present another person's copyrighted work as their own;
- reproduce AI-generated or AI-assisted material without following applicable institutional or publication requirements.

Users should verify AI-generated information and acknowledge AI assistance where required.

9. COPYRIGHT NOTICE FOR LIBRARY USERS

COPYRIGHT NOTICE

Library users are requested to respect the rights of authors, publishers and other copyright holders.

Photocopying, scanning, downloading, reproduction and distribution of copyrighted materials must be undertaken only for lawful purposes and in accordance with applicable copyright law, licence conditions and College rules.

Users are responsible for ensuring that their use of copyrighted material is lawful.

For guidance, please contact the Librarian.



Librarian



Principal

Principal
Arts, Commerce & Science College
Shreevardhan, Dist. Raigad,

