



# VENTURE CENTER

(Entrepreneurship Development Center)

100, NCL Innovation Park

Dr Homi Bhabha Road, Pune – 411008, India

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## VENTURE CENTER LIBRARY – RULES AND REGULATIONS

(Dated: 13 April 2009)

### Timings:

- Library hours are 10am to 5 pm, Monday through Saturday
- Library is closed on Sundays.
- Library shall also remain closed on all Venture Center holidays (typically, major National Holidays). The list of Venture Center Holidays is listed on the Venture Center Library notice board and website.

### Membership:

- Library users must register themselves as members if they wish to use the library.
- Membership forms are available with the Librarian or can be downloaded from the VC Library website.
- All queries relating to membership categories and fees (including eligibility and application of discounts) should be addressed to the Librarian. The Librarian's decision is final.
- The Library issues a "**Library Green Card**" to all its members that list membership categories and expiry date. Members are expected to submit their Cards for renewal one week before expiry.
- Membership cards are non-transferable. Lost cards should be reported immediately and fresh card issued from the Librarian against a small payment (as given in the **VENTURE CENTER LIBRARY PRICING SHEET**).

### Admission:

- Members need to show the Library Green Card to the Librarian every time they wish to enter and use the Library.
- Members will need to leave their bags in the wall rack outside the Library entrance. Please ask for the Librarian's help if you need a secure place to keep your bag.

### Loan of Books:

- Members are required to present their Card to the Librarian at the time of borrowing or returning books etc.
- Borrowing books on other's cards is not permitted.
- Damage or loss of books should be reported immediately to the Librarian.
- Marking and defacing of any publication is strictly forbidden. In case of such damage, the Library will impose an appropriate fine (as given in the **VENTURE CENTER LIBRARY PRICING SHEET**).
- Borrowers and readers are advised to inspect books at the time of issue and to call the attention of the Librarian to any defects, etc.

### Code of Conduct in and around the Library Premises:

- Smoking, eatables and drinks are not allowed in the library premises.
- Kindly switch off mobile phones or keep on silent mode in the library premises.
- Kindly maintain silence and discipline in the library.
- The following are strictly prohibited in the Library:
  - Use of obscene, abusive, insulting or threatening language
  - Making loud, unreasonable, or disturbing noises, including those from electronic and communication devices.
  - Possessing or being under the influence of alcohol or illegal drugs.
  - Unlawfully carrying a weapon.
  - Abuse or vandalism of library facilities, materials, or equipment.
  - Damaging or destroying library property. 21. Distributing or posting printed materials not in accordance with library regulations.
  - Any behavior that may disturb others.

### Other documents describing rules:

- For use of Internet and electronic resources: Document "**VENTURE CENTER LIBRARY – APPROPRIATE USE OF ONLINE ACCESS**"
- For use of electronic databases: Users must comply with the database's license rules.
- For photocopying: Document "**VENTURE CENTER LIBRARY – PHOTOCOPYING AND COPYRIGHT**"

The Library reserves its right to changes/discontinue certain services (and related rules/ pricing) from time to time.

The Librarian holds the right to evict any person or member from the library premises without giving any specific reason.