**SOPs FOR LIBRARY**

1. All students including students of Allied Health Sciences, Rawalpindi Medical University Rawalpindi are eligible to borrow books from the library provided they have a valid library member ship card.
2. For reading purpose all students and Staff( RMU & HFH) must have valid identification card.
3. Entry is not allowed without library membership card or valid RMU identity Card.
4. Library membership card will be issued to students (MBBS, Allied Health Sciences), faculty members RMC, free of cost. If it is lost a new card will be issued on payment of Rs.50.
5. Library membership card will be issued to Senior Registrars, Trainees, Medical Officers and House Officers of Holy Family Hospital.
6. Borrowing privileges of different membership categories are.

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| **Member ship category** | **Borrowing**  **Limit of books** | **Duration** |
| Professor | 07 | 01 Month |
| Associate Professor | 06 | 03 Weeks |
| Assistant Professor | 05 | 03 Weeks |
| Senior Registrar | 04 | 02 Weeks |
| Demonstrator’s / MO’s / PGT’s | 03 | 02 Weeks |
| Student | 02 | 01 Month |

1. Faculty members are required to return book(s), one week prior to the commencement of the final examination.
2. Book(s) will be reissued if required by the member, on the next day but not reissued on the same day. Book(s) will have to be presented at the time of reissue.
3. Book (s) returned after due date. A fine of Rs.10/- per day will be charged.
4. Reference material, CD-ROMs, (original) periodicals, and newspapers will not be issued. They can be consulted within the library.
5. In case of loss or damage, the student / library member will be charged the double price of book(s) or other material.
6. In case a book is urgently required, the librarian may request for return of a book any time.
7. Library Chairman/ Library Committee is empowered to issue further instructions or permit relaxation in these rules.
8. All books, issued for reading only shall be shown to the staff on entrance counter before leaving.
9. Group discussions are not allowed in the library.
10. Eating ,drinking, smoking, sleeping, listening/watching drama or Music etc are not allowed in the library.
11. RMC and library staff will not be responsible for the reader’s personal belongings.
12. Librarian and library staff will be responsible for keeping silence in the library and to maintain the discipline.
13. All library members are requested to follow SOPs in letter& spirit.