

LIBRARY RULES –

Identity Card is Compulsory for getting access to the Library.

- 1) Strict Silence to be maintained.
- 2) Registration should be done to become a library member prior to using the library resources.
- 3) No personal belongings allowed inside the library. Text books, printed material & issued books are not allowed to take inside the reference section.
- 4) Enter your name & sign in the register kept at the entrance counter before entering the library.
- 5) Books & other materials which are being taken outside of the library should be shown to the staff at the entrance counter.
- 6) Using mobile phones or head phones is strictly prohibited in the library premises.
- 7) Exchange of library card / Identity card is strictly prohibited as it is not transferrable.
- 8) Circulation-(Issue-Return)

Book will be issued on presentation of the library card along with the Identity card. Two books will be issued to the students for 7 days. Books may be re-issued on request. Students are instructed to check the books while borrowing & they will be responsible for any type of damage or mutilation noticed at the time of return. The librarian may recall any book from any member at any time & member shall return the same immediately.

- 9) Overdue charges – Due date for returning of the books should be strictly followed otherwise fine of Rs. 2/- per day per book will be charged for the delay period. A late fee will be charged for each working day. Students are not allow to borrow books until he/she returns the previous books & clear the dues.
- 10) Care of library Books - Students are advised to handle the books/ journals very carefully, marking with pencil, writing, or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible and pay the cost of respective book if these are brought to the notice of the library staff at the time of issue.
- 11) Loss of books should be reported in writing to the librarian. Books lost, defective or spoiled shall have to be replaced or the borrower shall pay double amount of cost of the book, if it is an Indian publication and three times the cost, if it is a foreign publication with late fine (if they fail to replace the book till the date of returning book.)
- 12) Care of library borrower card - Library borrower cards are not transferable. The borrower is responsible for the books borrowed or his / her card. Do not fold; alter entries made on the library cards.
- 13) Validity of library cards - Library borrower cards are valid for the entire duration of the course to access library facilities. At the end of the year borrower cards shall be returned to the library.
- 14) Loss of library borrower cards - It should be reported to the Librarian. Duplicate card will be issued against formal application & fine.
- 15) Reference Section- This section has reference books which are available for only reference. Reference books & periodicals will not be issued to take away. It should be read only in the library premise.
- 16) Periodical Section – In this section- Journal, General Magazines & Newspapers are available. They meet only for reference within the library.
- 17) No dues certificate – Production of ‘No dues certificate’ from the library is essential for obtaining the hall ticket for appearing in the university examination or receiving Mark sheet /Degree. Each student shall obtain ‘No dues certificate’ from the library after returning all the books issued, surrendering the borrowers cards & after paying outstanding dues, if any.
- 18) Reading Room- Students should submit their identity card while entering the reading room. No discussion permitted inside the reading room.
- 19) Maintain proper arrangement of table & chairs before leaving the library. Moving of chairs & tables from place to place is not allowed.
- 20) The library staffs have the right to tell a user to leave the premises if he is found to be violating any of the library rules.