

Library Rules & Regulations

- (1) Absolute silence is expected in the Library.
- (2) The users should put their mobile on silent mode during their library hours.
- (3) The users shall enter in the library only after submitting their bag at the Property Counter.
- (4) The users should enter their details in the register on arrival and departure from the Library.
- (5) Bringing any food in the library is strictly prohibited.
- (6) The users should not bring any expensive thing along with them in the library. In case of loss of such thing, Library management will not be responsible for that.
- (7) The users shall carry the books outside the Stack Area only after issuing.
- (8) You must always provide your identity card when you wish to Issue book. Overdue books are liable to a fine.
- (9) You are responsible for all books issued to your identity card.
- (10) The student can issue the 02 (two) books at a time for the period of 14 days, Teaching Staff can issue the 05(five) books at a time for the period of 90 days, Non Teaching Staff and Others 02 (two) books issue for the 90 days.
- (11) In case of not submitting the book within the given time period, will be charged Rs. 2/- per day.
- (12) In case of requirement of the books for more days will have to renew the issue of the book. It will be renewed only if the other user does not demand for the same book.
- (13) Users should not make any mark or underline anywhere in the book.
- (14) In case the book is damaged or lost, then the user will have to pay of the original cost with overdue. In the case of rare books, three times of the cost will be charged.

- (15) In case a user does not want to issue the book after looking, he/she has to put it back at its original place.
- (16) The journals and magazines will not be issued.
- (17) The users must use the Electric sources (lights and fans) economically. Switch on only which you need, and switch off at the time you leave, if unused.
- (18) Users are required to use the library only for the purpose of Reading / Reference work.
- (19) The Use of Mobile Phones in the Library is Strictly Prohibited. If a Students is Caught Playing Games on Mobile then Rs. 50/- Will be charged.
- (20) Strict silence, decorum and discipline must be maintained in the library. Any type of personal discussion inside the library is strictly prohibited.
- (21) Loss of Library Barcode should be reported to the librarian immediately. Duplicate Barcode may be issued against formal application and fine.
- (22) Do not give your ID card/barcode to any other user; it is for your use only.
- (23) Absolute discipline must be maintained. Anyone who violates the rules and regulations of the library would be liable to lose the Privilege of library membership.