

# Library rules and regulations

1) Library is working at 8.30 am to 5.30 pm in all normal working days except Saturdays. Library is working at 9.30 to 4.30 pm on Saturdays and vacations.

2) Books, CD/DVDs, printed materials, handbags, umbrellas and other personal belongings must be kept outside, before entering the library. Belongings can only be kept in the property counter if the user is physically present in the library. Properties which are kept and forgotten in the library can only be taken back in working hours of the library.

3) All library members are directed to enter their names and ID card number in their own handwriting in the gate register kept at the entrance of the library.

4) Circulation desk and reprography section closes 30 minutes before the advertised closing time.

1st warning bell is sounded 45 minutes before closing time to indicate that the issue desk will close in 15 minutes and that all borrowing and the fetching of closed-access material will cease at that time.

A 2nd warning bell is sounded 10 minutes before closing time. Library users should vacate the library on hearing the 2nd bell.

5) Membership of the Library is restricted to students, faculty, guest faculty and employees of the Institution. Guest faculty will be given membership on the recommendation of the Principal/ Head of their Department.

6) Users of the library are expected to take utmost care in handling library documents. They shall not make notes on, underline, scribble, tear off or in any way mutilate documents.

7) Members should not reshelf documents after consultation. They should leave them on nearby reading tables.

8) Students should bring their institution identity card for issuing books from the library.

9) Before getting the documents on loan the readers are expected to satisfy themselves that the documents are in good condition.

10) Eligibility and Duration of Loan

Category	Loan Limit	Loan Period (Days)
BTech Students	2	14
PG Students	5	14
Faculty	10	60
Non-teaching Staff	3	30
Guest Faculty	5	30

- 11) Reference book should not be issued. It can be used only in the library.
- 12) Periodicals / journals are not lent out. Users can avail reprography facility to take photocopy of required content in the journals without violating the copyright norms.
- 13) Members should return documents on before the due date.
- 14) Books are required to be presented physically at the library for renewal. Books will be renewed only if there are no other reservations. Over-due books will not be renewed.
- 15) However, if the due date falls on a holiday, the next working day will be treated as due date. But if the documents are not returned on the next working day, the holidays also will be counted for calculating the overdue charges.
- 16) All documents borrowed from the library are to be returned when the borrower proceeds on tour, vacation, leave of any kind, deputation etc. and for stock verification.
- 17) Books, Periodicals and any other material that have been taken out of the library are liable to be recalled at any time and when so recalled, must be returned at once.
- 18) Members desirous of proposing books for procurement to the library may do so by indenting such books in the indent form available in the library. The indents may be sent to the Library and Information Centre through Head of the division concerned.
- 19) New books will be issued only after complete processing.
- 20) Borrowers who fail to return the documents on or before the due date shall have to pay **one rupee per day per document as** overdue charge.
- 21) Any person responsible for damage or loss to any of the library book will be required to replace the same within the period set by library, if it is not possible **pay thrice the value of the book**  
  
**pay six times the value - books published before 1970s**  
**pay ten times the value - books published before 1945s**
- 22) Photocopy / softcopy will not be accepted as replacement for the lost document
- 23) If a book belonging to a set is lost, the borrowers will replace the entire set at their own cost and take the remaining books of the set in the library with them.
- 24) All members are insisted to maintain absolute silence in the library.
- 25) Use of mobile phones is not allowed in the library.
- 26) Library members who are using internet facility have to record their name, purpose, usage time and affix their signature in the internet logbook kept separately in the library.
- 27) The library staff at the counter are authorised to examine everything that passes into or out of the Library and Information Centre.

**Librarian**