

Library Rules

1. All books are to be used with care. If a book while under issue to anyone be damaged or lost, the person in whose name the book is issued, will be responsible for the cost of repair to the satisfaction of the Library Committee or replacement if the damage cannot be satisfactorily made good or if the book is lost. In the case of irreparable damage to or loss of a book which cannot be replaced, the cost so decided shall be as per the cost of the current edition available in the market irrespective of the edition of the lost book. The Chairman and Library Committee will decide the amount of compensation to be deposited with the library. The term "Book" also includes Pamphlet, Magazine, Journal, etc.
2. Readers in the library are prohibited from engaging in conversation, misusing/defacing the furniture or conducting discussions and marking/highlighting in the library materials (books / journals etc) in any manner
3. Absolute SILENCE is to be observed. SMOKING IS STRICTLY PROHIBITED. No eatables are allowed in the Library.
4. Chairs and table in the library are to be used for the purpose that they are provided for Readers are requested not to misuse the furniture for any other purpose like sleeping, stretching, etc.
5. If more than one student asks for any particular book/s of which only one copy in present at the same time, the student who makes the first application shall take the book and after he/she finishes reading, the next person can take the book/s
6. No student shall be allowed to take more than two books at a time. No student is allowed to take away the books out of the library without proper issue entry.
7. Bags, briefcases, laptop bag etc are NOT allowed to be taken inside the library. It can be deposited in the property counter provided near the entrance of the library against token. The precaution is being taken in the interest of the user to avoid unnecessary / false allegations in case of missing book(s).
8. Persons making use of the library shall observe the regulations and general rules of good behavior as set forth by the Institute from time to time.
9. All books/journals issued for home reading will be entered in computer/registers by the library staff.
10. Any complaint regarding issue of books, periodicals etc shall be made by the students concerned to the Chairman of the Library Committee in writing. The Librarian must report to the chairman of the Library Committee immediately when a book is carried without authorization by the student outside the precincts of the library.

TIMINGS & HOLIDAYS

The Central Library shall remain open on all working days from 8.00AM to 8.00PM and on Sunday and Holidays from 8:00AM to 4:00PM.

The Library shall remain closed on National Holidays i.e. Republic day, Independence Day and Gandhi Jayanti and on Holi, Dushara and Diwali.

Books will be issued between 10:00 A.M to 6:00P.M.only

Circulation Counter

MEMBERSHIP CATEGORY

U.G.Students –

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J R / S R-

Faculty Members –

Administrative Heads –

LOSS OF ID CARDS

- Loss of ID cards should be reported immediately to the Librarian and ID Number has to be blocked in the Library to avoid misuse of the card.
- Duplicate cards will be issued on payment of Rs. 100 (Rupees one hundred only) Before reporting of an lost card, any loss arising from misuse of the card will be the sole responsibility of the card holder.

ISSUE AND RETURN OF BOOKS

- Books other than **reference books** will be issued to all members for a period of **7** days only. Only one book will be issued to one member per instance.
- Reference Books, Encyclopaedias, Dictionaries, Periodicals, Student Project Report, Dissertations, Theses and back Volumes will not be issued and **THEY ARE ONLY FOR REFERENCE**
- One renewal for a further period of 7 days will be permitted if there are no reservations against these books. For renewal, books have to be presented physically at the library counter.
- Members, before leaving the counter must satisfy themselves as to whether the books, which they intend to borrow, are in good condition and any damage/marking should be immediately reported to the Librarian failing which the member to whom the book was issued last will be held responsible.
- Books that are in special demand shall be lent for shorter periods as may be necessary and books lent out may be recalled at any time, if required.
- Absence will not be accepted as an excuse for the delay in the return of books.
- Delayed return of book is likely to attract a penalty of Rs. 5 per book per day.

LOSS OF BOOKS

Loss of books, if any, should be reported to the library immediately and it should be replaced with a new copy along with a levy of overdue charges if any.

In case the borrower is unable to replace the books that are lost, he/she will be levied a penalty three times the cost of the book plus overdue charges, if any.

Member ID card

Each bonafide user will be provided with a Laminated Bar-coded Member ID Card for the duration of service / course. The Member ID Card is not transferable. Penalty for Loss of Member ID Card is Rs. 100/- .