

**GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA.**  
**CENTRAL LIBRARY**

**LIBRARY RULES:**

- Library Timings: Monday to Friday- 08:00 AM to 10:00 PM and Saturday & Sunday- 09:00 AM to 05:00 PM.
- The Library user shall not engage in audible conversation in any part of the Library.
- A person shall not write upon, damage or mark any book belonging to the Library.
- A person responsible for any damage caused by him / her to the books or any other property belonging to the Library, shall be required to pay the penalty imposed upon him/her by the Librarian.
- The Security Guard at the Library gate will check all personal belongings including Library books issued to a member.
- Personal book(s) shall not be allowed inside the Library. Please leave them at the Property Counter.
- Use of mobile phone in the Library is prohibited.
- The reader should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise he/she shall be held responsible for the damage, discovered at the time of returning the books.
- Photography is not allowed.
- Membership privileges of a user can be suspended on account of misbehaviour with the Library staff or for indecent manners.
- In case a book is lost or mutilated by the borrower, he/she shall bear the cost of replacement with 20% processing charges the cost of book. If a book is a part of the volume set, the reader will have to replace the whole set.
- Reserve books, Reference books, Rare books, Dissertation, Project Reports, Newspapers and Periodicals are not issued generally except with the written permission of the Director.
- The books may be renewed if the same are not in demand or are not reserved by other readers. The reissue will be done generally on the physical presentation of the books.
- Library books will be issued to students on showing I-Card, every time a book is borrowed or returned.
- If the books are not returned / reissued on the due date, an overdue charges @ Rs 1/-(One Rupees) per book per day will be charged for the period, the books are kept beyond the due date.
- The loss of Library ticket should immediately be communicated to the Librarian so that the library staff may keep an eye upon the issue of books on the lost Library ticket.
- Sticks, umbrellas, handbags, boxes and other eating and drinking material are not allowed in the library except the Laptops/Tablets.
- The students are expected to read notice board/Library Blog published by the Librarian from time to time. No excuse will be entertained for ignorance of information notified earlier.
- Any student found guilty of keeping a book or other library material illegally with his/her entry will be banned and strict action will be taken.
- Member shall not mark of damage the books and other library property. If any member infringes the rules he/she will required to bear the loss as well as disciplinary action.

