



General Rules

- ❖ A person desirous to using the library shall enter his/her Name, Class, Roll No. & time of entry legibly and put a signature in the register kept at the entrance for the purpose.
- ❖ Identity Card (ID) is compulsory for getting access to the library.
- ❖ **Silence to be maintained in the library.**
 - ❖ **No discussion permitted inside the library.**
 - ❖ All students, faculty members, and employees at the institute are eligible to use the library.
 - ❖ Membership should be done to become a library member prior to using the library resources.
 - ❖ Library is open from 8.30 AM to 8.00 PM, Monday to Friday.
 - ❖ Issue and return service of the books from 9.30AM to 4.00PM only.
 - ❖ No personal belongings allowed inside the library.
 - ❖ Textbooks, printed materials and issued books are not allowed to be taken inside the library.
 - ❖ Documents taken out of the shelves must be left on the table. Replacing the documents on shelves by users is not encouraged as the documents may get misplaced.
 - ❖ Using **Mobile Phones** and **Audio Instruments** with or without speaker or headphones is strictly prohibited in the library premises.
 - ❖ Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
 - ❖ Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
 - ❖ Refreshment of any kind shall not be taken anywhere in the library premises.
 - ❖ Users are not allowed to carry drinks inside the library.
 - ❖ **Suggestions on all aspects of library services are welcome.**



Loan Privilege

- ❖ The books shall be issued to students for **30 days** after which the same must be returned.
- ❖ If the books are not returned on the due date, an overdue charge @ Rs 1per book per day will be charged for the period, the books are kept beyond the due date.
- ❖ The borrower should check the fitness of the document before getting it issued. Any discrepancy should be brought to the notice of the person at the Circulation Counter who will put necessary remarks on the document before issuing. The borrower will be held responsible for any defect/damage found at the time of return of the document.
- ❖ The librarian may recall any book from any member at any time and the member shall return the same immediately.
- ❖ Books will be reissued for not more than two times. After that the borrower must return the book(s).
- ❖ Reference Book & Journals / Periodicals, Magazines / Newspapers & other documents declared “For Reference” by the Librarian will not be issued.
- ❖ In case of loss of document(s)/ irreparable damage/ mutilation of document, the borrower will be liable to pay the present cost of the book(s) and 20 per cent of the present cost of books as processing charge and late fine, if any in case of foreign publications, current exchange rates of relevant foreign currencies will be applied to calculate the cost of the documents. The member may also replace the lost/damaged book(s) by a new copy with same edition with 20 per cent of the present cost of books as processing charge with late fine, if any. In case of loss/damage/mutilation of a volume of a multi-volume set, the borrower is liable to replace the whole set with the same edition in case the single volume of the set cannot be purchased. In case of rare or out of print or valuable documents, the amount of penalty will be decided, on case-to-case basis, by the Director. Replacement by photocopied version will not be accepted.
- ❖ A Book Bank facility for SC/ST students available in the library. Students produce their caste certificate to avail this facility.

No due Certificate:

Each student shall obtain No dues certificate from the library after four year returning all the books issued, surrendering the borrower’s cards and after paying outstanding dues, if any.