



## Library Policy

Policy Version	Created date	Approved Date	Created By	Approved By
2.0	April 21,2025	April 24, 2025	Anoop Kumar Chaturvedi	Pankaj Kumar Jha

### Objective:

The library is a cornerstone of academic excellence, supporting the intellectual, research, and personal development of all students and staff. This policy outlines guidelines for the appropriate and respectful use of library facilities to ensure an environment conducive to learning and collaboration.

### Eligibility:

Library access is granted to all students and employees of the institute. Users are encouraged to fully utilize the library's resources for academic and research purposes during designated operational hours.

### Borrowing Materials:

- All books and reference materials housed on campus must remain within the library premises. These resources may not be taken outside the library under any circumstances.
- Borrowing of books is permitted through the [Klib](#), subject to established borrowing rules. Users are responsible for adhering to all loan terms and return deadlines.

### Conduct and Behavior:

- Maintain a quiet and respectful environment.
- Mobile phones must be silenced; calls should be taken outside study areas.
- Food is not allowed; drinks must be in covered containers.
- Disruptive behavior or misuse of library property is not permitted.
- Please leave study areas clean and tidy for the next user.
- Report any lost or damaged items immediately; replacement costs may apply.

### Enforcement:

- Failure to comply with library policies may result in suspension of library privileges and/or disciplinary action as per the institution's code of conduct.

