

## **LIBRARY RULES AND REGULATIONS**

### **OPENING HOURS**

Monday to Sunday : 09:00 AM to 11PM  
Examination Days : 09:00 AM to 02:00 AM (Five days before the mid/end semester Examination)  
Gazetted Holidays : Library will remain closed

### **CIRCULATION HOURS**

Monday – Saturday : 11:00 AM to 08:00 PM  
Sunday : No Circulation

### **DISCIPLINE**

- ❖ All users must observe total silence in the library and its environs at all times
- ❖ Use of mobile phones is strictly prohibited in the library
- ❖ All bags, cases, folders etc. must be left in the luggage area outside the library.
- ❖ Users are not allowed to leave their baggage overnight in the library. The library shall not take any responsibility for loss of personal property or books already signed out to a user
- ❖ Users are not allowed to log in using their personal passwords at the search computers or to access the internet from there. Do not shut down the Resoursemate program after you are through with your search.
- ❖ All users are required to show all items before leaving the library
- ❖ No student is allowed to enter the circulation area
- ❖ Anyone caught marking, defacing or mutilating books or any other library material will be expected to pay for the material with the most current edition of the same
- ❖ Loss of library cards must be reported immediately
- ❖ Good order must be observed in the library at all times for example placing of feet on the furniture, eating and drinking, smoking, sleeping etc. will not be allowed
- ❖ Users are not allowed to reshelf books after removing them from the shelf. Leave the books on the table or on the trolley near the door

### **BORROWING PROCEDURE**

- ❖ A user must be a registered student in the current term to be able to use the library services
- ❖ All students must present their library card before borrowing books
- ❖ Library materials may not be removed from the library unless the library staff has properly issued them out.
- ❖ It is all borrowers' responsibility to be aware of the return date of borrowed books.
- ❖ Students are not allowed to borrow books on behalf of other students
- ❖ Students with overdue materials and overdue fines will not be allowed to use the library services
- ❖ The books will be issued to the faculty members for a maximum period of one years. After due date of the books, a fine of Rs.3.00 per day will be charged.

<b>Members Category</b>	<b>Issue Privilege</b>	<b>Duration</b>
Faculty	20 Books	One year
Staff	04 Books	Two Month
PhD	04 Books	One Month
PG( M.Tech , MBA)	02 Books	One Month
UG	02 Books	20 Days
Book Bank (FOR UG,PG)	02 Books	One Semester

**The following materials can only be used within the library**

- ❖ Reference books
- ❖ Newspapers
- ❖ Journals and magazines

**DAMAGE/ LOSS OF LIBRARY BOOKS**

- ❖ All users will be held responsible for any damage or loss of library materials in their possession and will be required to meet the cost of replacement and processing.
- ❖ If the book is out of print, the library will recover the double MRP value of the book.
- ❖ Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books
- ❖ Lost books must be reported to the library immediately and replaced or paid for within 30 days.

**OVERDUE CHARGES**

- ❖ General collection books & Book Bank issued books : 03.00Rs.per day

**RECOVERY OF FINE CHARGES:-**

- ❖ The library will provide the Faculty overdue charges recovery statement to the account section. The library will recover the overdue charge from the students at the time the books are returned; the same is to be deposited to the account section of the institute.

**Borrowing:** All registered students, faculty and staff have borrowing privileges in the library. Other people may use the library with permission of competent authority but do not have borrowing privileges.