



Library Rules & Regulations

The Library Information Services, Lancaster Block is a hub of knowledge and provides the reading material for research and reference purposes to its patrons. Following are the library rules for students.



GENERAL RULES

Library users are expected to observe the following library rules while using the library facilities. Any violation may incur disciplinary action.

- Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance.
- Take care of your belongings as library disclaims any responsibility for loss or damage.
- Keep your cell phones on silent mode/switch off within library premises.
- To make the library environment more conducive for reading and research, gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited.
- Submit library material(s) for inspection, if requested.
- Underlining, marking, folding and tearing pages of library materials is prohibited.
- Leave the library materials on tables after consulting/reading.
- Library membership could be suspended or canceled along with a penalty in the following cases:
 - ❖ Non payment of library fine(s)
 - ❖ Theft of library material(s)
 - ❖ Non payment of damage fine
 - ❖ Non returning of the temporary issued material within due time
 - ❖ Any kind of disturbance in library
 - ❖ Misconduct with the library staff
 - ❖ Breaching of established library rules and norms

All library users are requested to please before enter the library:-

- **Display your CL-DDP ID card.**
- **Switch off your mobile phone.**
- **Enter with formal dress.**



BORROWING RULES

All registered members with valid Library Card are entitled to borrow library materials. Following are the main borrowing rules.

- ✓ Valid CL-DDP ID card is necessary to borrow library materials.
- ✓ Books borrowed by any patron can be reserved.
- ✓ Reserved books may be collected within 2 days from the circulation desk.
- ✓ Book(s) borrowed by any patron can be renewed for a period of 14 days as long as the same is not reserved by another patron.
- ✓ Non-circulating materials such as reference books, CAD collection, CD-ROMs, annual reports, current journals, journals and newspaper archives, audio/video materials, text books, and research projects can not be borrowed.
- ✓ Non-circulating materials can only be used within library premises.
- ✓ Any of the borrowed library materials is subject to recall as and when needed by the library.
- ✓ If the patrons misplace any library material and is unable to find them, it is recommended to report at circulation desk immediately to avoid overdue fines.



LIBRARY FINES

Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide patrons an equal opportunity to make use of library materials and to maximize sharing of library collections.

- Overdue fine is charged from the first overdue date/day.
- Overdue fine on general books would be **PKR10** per book per day.
- Overdue fine on temporarily issued materials would be **PKR100** per day.
- Loss of library materials would be charged five times the current price
- **PKR100** will be fined of library user who involve in
 - use of mobile even ringing
 - Running, eating, drinking, sleeping etc



HELP DESK

To provide the quality services to our users, the library provides help desk facility, where library users can get any information or assistance about the library resources and services. All users are requested to please feel free to contact the help desk / Circulation Desk or our web site for any assistance. To access the site please visit the following link

<http://library.ciitlahore.edu.pk/>
