

## **LIBRARY RULES**

1. The library shall remain open on all working days from 9:00am to 9:00pm.
2. The timings of the issue/return will be 10:00am to 4:00pm.
3. The student shall be authorized to draw four books from the library at a time.
4. Each book shall be issued for 14 days at a time.
5. Books must be returned on or before the due date. A fine of Re. 1 per day will be charged for each volume kept over due date.
6. The books shall not re-issued immediately on return.
7. Library membership is mandatory for every student. Those who will not get library membership in a stipulated period they will be fined Rs.200/- at the time of membership. Membership of the students will cease immediately from the date of the last examination of the last semester.
8. The faculty and staff, shall be authorized to draw five books from the library at a time.
9. To the faculty, books shall be issued for one semester at a time.
10. Four borrower's tickets will be issued to each student. The validity date of each ticket will be stamped on the tickets.
11. In case of loss of borrower's ticket a fine of Rs.50/- will be charged for issuing a duplicate borrower's ticket. Borrowers will submit the required undertaking in such cases.
12. The reference books, rare books & periodicals (magazines, newspapers etc.) shall be allowed to for reading within the library premises. The photocopy of the same shall be allowed.
13. The library staff may recall any issued book at any time, if necessary.
14. In case of loss of a book, new book can be deposited (of same author & same edition or latest edition). If the book is not available in the market, a fine equal to the cost of the book plus 30% of the same will be charged.
15. Borrowers are expected to examine the book at the time of borrowing. Borrowers shall be responsible for the safe custody of books, they borrow from the library.
16. In case a book is spoiled or any document is lost in the custody of borrowers a fine will be charged according to the discretion of the library staff along with replacement of the book.
17. The borrowers shall not be allowed to bring their personal books & belongings inside the library. These can be kept in property counter installed outside the library.
18. The visitors shall have to make the entry in the visitor's register before entering the library.
19. Any student found writing on the table will be penalized with a minimum fine of Rs. 100/-.
20. The visitors are expected to observe pin drop silence in the library.
21. All the visitors must keep their mobile phones in switched off mode, violaters of this rule will be fined Rs.100/-.
22. Ideas/ Suggestions for the improvement of the library are always welcome.