

## INSTITUTIONAL LIBRARY RULES AND REGULATIONS

- Every student must possess his/her library card while making use of the library facility and produce the same to the library staff while entering the library.
- Strict discipline must be maintained in the Library Indiscipline may lead to disciplinary action and the Library privileges may be withdrawn.
- Use of mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and sign in the register kept at the entrance before entering library.
- Bags, personal belongings and books borrowed from other libraries should not be brought inside the library. These must be kept outside the library.
- Any damage found in the books taken out for reading or borrowing should be brought to the notice of the staff before getting issued.
- Loss of any borrowed book must be reported immediately to the Librarian/Library Staff. The member must replace the lost book/ pay the cost of the latest edition of the lost book along with overdue charges, if any.
- Library materials must not be marked, defaced, mutilated or annotated in any way.
- Library internet facility can be utilized for research and project work.
- Users are not allowed to remove or change the placement of furniture or equipment in the Library.
- Books will be issued to the student and staff for 7 days only fine will be charged after due date till the book is returned to library.
- Undergraduate and postgraduate students will be issued 2 books at a time and staff will be issued 3 books.
- Violation of library rules or misconduct by any member may invite discontinuation of the library privileges.
- The library is closed on Sunday and all public holidays.
- Only one library card will be issued for 1 year.

- Borrowing period is between 9:00 am to 1:00 pm & 2:00 pm to 4:30 pm.
- A user must be a registered student in the current term to be able to use the library services.
- Library materials may not be removed from the library unless the library staff has properly issued them.
- Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.
- The following materials can be only used within the library and cannot be issued inside the library.
  - Question Paper
  - Journal Volume
  - Reference Book
  - Thesis/research projects
  - CD-DVD

