

# Library Rules & regulations

## CIRCULATION PRIVILEGES

### **I. Issue of books/Journals/Magazines (Faculty).**

1. Faculty can borrow maximum **ten** books at a time for a period of one Month.
2. Can be extended for next 30 Days.
3. Journals and Magazines will be issue on overnight period basis

### **II. Issue of books/Journals/Magazines (Research Officer/Staffs)**

1. Research Officers and Staffs can borrow Maximum **five** books at a time for a period of one month.
2. Can be extended for next 30 Days.
3. Journals and Magazines will be issue on overnight period basis

### **III. Issue of Books (Students).**

1. A student can borrow only **four** books at a time for a period of One week.
2. It can be extended for next one week. In case Students fails to return the books on time, then student should pay **Rs. 5/- (Five Rupees Only)** per day for overdue.
3. Students will be the responsible for any kind of damages and loss of books or other items issued. They will be required to recover all costs associated with repair/replacement of such items.
4. Lose of the Library Books should be reported to the Library Staff Immediately in writing.
5. At the end of the academic Year, all Students must return the Library books/Materials borrowed, and take a '**No Due**' certificate from the Library before leaving the Institute.

Category of User	Issue of Learning Resources	
<b>Faculty</b>	<b>10 Books for 30 Days</b>	<b>2 Magazines &amp; Journals for Overnight</b>
<b>Staff</b>	<b>5 Books for 30 Days</b>	<b>1 Magazines &amp; Journals for Overnight</b>
<b>Research Officers</b>	<b>10 Books for 30 Days</b>	<b>2 Magazines &amp; Journals for Overnight</b>
<b>Students</b>	<b>4 Books for 7 Days</b>	<b>1 Magazines &amp; Journals for Overnight</b>

### **General Library Rules:**

1. All students and staff of the Institute are members of the Library.
2. Marking, underlining, or writing on library books, periodicals, and newspapers is strictly forbidden.
3. The librarian may call for a book at any time, even if the normal period of loan has not expired.
4. Books taken from the shelf should be left on the study table and no effort should be made to relocate these books.
5. The members should take good care of library furnishings and equipment. Make sure the library looks as good when you leave as it did when you came in.
6. Drink and food are not allowed in the Library.
7. Library computers are for academic purpose only. Do not tamper with the computer settings. Follow the internet safety guidelines.
8. Strict order and silence shall be maintained in the library and speak softly if needed.
9. Do not use mobile phone inside the Library.
10. Personal books are not allowed inside the Library.
11. Issued books are not allowed inside the Library.
12. Mandatory to produce the Institute ID Card for Issue and Renewal of books.