

## **LIBRARY RULES :**

- Students should not enter the library without I-card.
- Please maintain silence and discipline within the library and Reading Hall.
- Use of mobile phones in the library is strictly prohibited.
- Smoking and Eating is strictly prohibited in the library.
- Students are supposed to keep their bags, personal reading material and other belongings outside the library.
- Books are issued for a period of 14 days to a student and for one semester to a teaching faculty. But, books on high demand may be issued for seven days only to a student.
- Reference Books, Old question papers, syllabus, project reports, CD/DVDs, magazines and periodicals, newspaper clipping files are issued for library reading only.
- Library card is not transferable from one person to another.
- The students are required to return the book on/before the due date of return, failing which fine will be charged.
- Students should ensure the condition of the book before issuing it and inform the librarian about the missing or torn pages if any.
- If a book is lost, the concerned person has to replace the lost book with a new one or double amount of the lost book.
- The documents are property of the library; hence it can be demanded to return before the due date if urgency arises.
- A new Library card can be issued by paying a fine of Rs.100/- in the account department and showing the receipt of the same to library staff.
- To these above said rules all the library rules in force and as modified from time to time will be applicable.