

LIBRARY RULES & REGULATIONS

The library users & members have to strictly comply with the rules of the library in the interest of library culture.

A. GENERAL RULES		
1	Silence to be maintained at all costs.	
2	Library member is responsible for any book issued on borrower's card.	
3	Library facility is to be used for academic purpose only.	
4	Tentative library timings are:	
	› From start to end of each term (Monday to Saturday)	09.00 A.M. to 04.35 P.M.
	› During examinations	08.45 A.M. to 05.30 P.M.
5	Photocopy facility to the library members / holders & to be strictly used for research purpose & not for circulation OR commercial purpose.	
6	Issue Section	
	› Books are issued only to persons having own borrower cards.	
	› Check the Accession number of the books before leaving the counter.	
	› Check the books for missing pages & inform the staff.	
	› Enter your particulars properly in the Reader Card.	
7	Reference Section	
	› Persons with latest I-card only are allowed.	
	› Persons without I-cards are not allowed in reference section and library.	
	› Reference books and journals / magazines issued on I-card for one day only.	
8	CD ROM	
	› I-card holders are only allowed, submit the I-card at the counter to issue a CD.	
	› In coming & out-going CD register; Particulars must be filled in by each library member.	
9	Periodicals	

	>	I-Card should be submitted to issue a periodical.
	>	Leave the books /journals/news papers on the table.
10		All the library rules in force and as modified from time to time will be applicable and compulsory.

B. LIBRARY POLICY OF ISSUE OF BOOKS / PERIODICALS.

11		Students can issue two books for 7 days.
12		Staff (teaching/non-teaching) can issue books and periodicals semester wise only.
13		Periodicals & bound volumes are issued to be used only in the library.
14		CDs are generally issued for necessary purpose only.
15		If a book is lost full (with fine) prevailing cost of the book shall be collected.