

Library Rules and Regulations

1. Library Timing

Monday - Saturday: 08 AM to 08 PM

Sunday and Holiday: 09 AM to 05 PM

2. Membership

- All registered undergraduate and postgraduate students, integrated students, research scholars' academic and non-academic staff are eligible for membership.
- Library membership forms are issued at the library.
- All persons eligible to use the Library must first register by filling up the prescribed registration form. Application of the students, faculty, and non-teaching staff are to be recommended by the competent authority.

3. Admission to the Library and Registration

- Admission to the Library is conditional on observance of its Rules. All members are presumed to know these rules, which may be referred to through Library Notice Board.
- Admission to the Library will be permitted only upon presenting our valid university ID card or special approval from the Librarian.
- Every member shall be required to deposit his/her personal belongings at the counter kept at the entrance.
- Members are requested to sign in and sign out by scanning their ID cards at the entrance.
- ID Cards are not transferable. Any misuse is a serious disciplinary offence and will be dealt with accordingly.

- ID cards will be issued by the University authorities to the students and staff.
- Other category members can apply for the Library ID cards in the Circulation section of the Central Library.
- Loss of ID cards is to be reported to the Administrative office of the University immediately.

4. Eligibility for Borrowing Books

Borrower Category	Eligibility (No. of Books)	Period of Loan
UG Students	5	15 Days
Integrated Students	5	15 Days
PG Students	6	15 Days
Ph.D Research Scholar	7	30 Days
Research Associate / Assistants	5	30 Days
Non-Academic Staff	2	30Days
Assistant Professor	8	One Semester
Associate Professor and Professor	10	One Semester

5. Borrowing

- Books will be issued on presentation of the library card (ID card). Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

- Valid ID cards must be produced when borrowing library materials at the check-out counter.
- Certain material such as reference books and special Reference books can be borrowed only with the permission of the Librarian.
- Borrowed books may be renewed twice provided that no one else has reserved such book.
- The Librarian may restrict the period of loan of any book upon its demand in the Library.
- New arrivals are kept in display rack near issue counter for 10 days. These books can be borrowed only after the expiry of display period.

6. Overdue Charges

- Books will be issued to the students for 15 days only.
- In the first page, slip is pasted and stamped mentioning the due date and the fine will be charged Rs.1.00 per day per book from the due date till the book is returned to library.

7. Loss and Damage of Library books

- Loss of books shall be reported to the Circulation Section or Librarian immediately with the prescribed form and it is to be compensated upon evaluation. Cost of books is evaluated by its nature and importance.
- Members are responsible for the damage, loss of books issued to them. Marking and underscoring the text, tearing away of pages, soiling of books by water, dust and oil are treated as damage.

- In the case of any loss, the member has to replace the book with a new copy failing which he/she has to remit double the cost of the evaluated cost.
- Unless loss is reported the member is liable to pay overdue charges till the loss is cleared.

8. Open Access System

- Books are arranged on the shelves by their Call Numbers on the spines written in the oval-shaped paper tags.
- Members are having free access to the stack room and can browse books on the shelves. They are to be careful NOT to disturb the arrangement of books. Any book taken out of the shelf may be kept on the nearest table rather than trying to put it back.
- If any book is found out of place, it may be shown to the Assistant Librarian / Library staff.

9. No-Dues Clearance

- Members shall obtain a No dues certificate from the library after returning all the books issued, cancelling their membership and after paying outstanding dues, if any.

10. General Rules and Regulations

- Students are required to Scan and sign in the Gate register while entering and exit.
- Readers should observe strict silence inside the Library.
- Personal belongings like bags (laptop, shoulder, sling), umbrellas, etc. should be deposited at the Property Counter. These are not allowed inside the Library.
- Users are not allowed to carry eatables/drinks inside the Library premises.

- Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Library.
- Readers are advised not to leave their valuable items like money, passport, credit card etc. at the Property Counter.
- The library follows open access system. All books / journals taken out of the rack should not be replaced by users after referring / reading. Such books should be left on the table itself.
- Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource.
- Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
- Tables and chairs should be used where they are and under no circumstances should they be moved to any new position without permission from the Library Authorities.
- Cameras and other photographic equipment may not be used in the Library without the written permission obtained in advance from the Library Authorities.
- Library ID card is non-transferable.
- Newspaper should be folded properly after reading and kept back in the designated place.
- Computer in the library premises should be used for academic purposes only.
- Users should treat library staff and other users in a courteous and respectful manner.
- Demand and suggestion slips are available at the circulation desk for your use.

- Users should switch off Lights and Fans when you leave your place / when not in use.
- The library shall not be responsible for any loss or damage of the personal belongings of the users.
- Users should comply with all Library Regulations and Notices. Accessing unwanted and unnecessary information from the internet is strictly prohibited.
- Students wearing shorts, pajama, night dresses, round neck and printed T-shirts etc are not allowed inside the library. Formal dress code of the University is to be followed.
- The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.

11. Penalty Scheme for Misuse of Mobile Phones in the Library

- All mobile phones must be turned off or switched to vibrate/silent mode before admission to the Library.
- Mobile phone conversation is strictly prohibited within the Library area. Offenders will be verbally warned and the matter will be reported to Disciplinary Cell.