LIBRARY FACILITY RULES

RULES AND REGULATIONS

1. Only registered members are allowed to use the Library.
2. Registered members are issued a bar-coded library membership identity card.
3. Members should produce their ID cards at the entrance of the Library.
4. Readers should observe strict silence and switch off their Mobile phones etc in the library premises.
5. Student membership of the Library is renewed at the beginning of each semester.
6. Readers’ tickets/library membership ID cards are non-transferable.
7. Books are normally issued for a fortnight except the textbooks, which are issued on overnight basis.
8. Reference books are Periodicals are not issued out.
9. Dissertations/Theses are to be consulted within the library premises only. Dissertations submitted within last five years are given for consultation within the library only on the written permission of the Chairperson of the Centre concerned.
10. Borrowers must satisfy themselves with the physical condition of books before borrowing.
11. Members are responsible for books issued against their lost tickets.
12. Issued books returned after due date attract overdue charges. For general books, the overdue charges range from 50 paise per day to the cost of the book and for textbooks Rs. 5/- per day to the cost of the book.
13. Readers are not allowed to bring personal books or any printed material and other personal belongings like bags, umbrellas, etc. inside the library. These materials are to be kept at the Property Counter at their own risk. Readers’ are advised not to leave their precious and valuable items like money, passport, credit card etc. at the Property Counter.
14. Readers should not carry books from one floor to another and also leave the books on the reading table after use.
15. Readers should not write in, mark or otherwise disfigure/damage books, furniture etc.
16. Library can recall any issued book even before the due date.
17. For loss of library tickets, readers have to put Rs. 5/- per ticket in the conscious box and for bar-coded library membership ID card they have to deposit Rs. 50/- to the University.