

LIBRARY RULES AND RAGULATIONS

OPENING HOURS

Monday to Sunday : 09.00 AM to 10.00 PM

Examination Days : 09.00 AM to 02.00 AM
(Five Days before the mid/end semester Examination)

Gazetted Holidays : Library will remain closed.

CIRCULATION HOURS

Monday to Saturday : 11.00 AM to 08.00 PM

Sunday : No Circulation

DISCIPLINE

- All users must observe total silence in the library and its environs at all times.
- Use of mobile phones is strictly prohibited in the library.
- All bags, cases, folders etc. must be left in the luggage area outside the library.
- User are not allowed to leave their baggage overnight in the library. The Library shall not take any responsibility for loss of personal property or books already sign out to a user's.
- User are not allowed to log in using their personal passwords at the search computers or to access the internet from there. Do not shutdown the resource mate program after you are through with your search.
- All users are required to show all items before leaving the library.
- No student allowed to enter the circulation area.
- Anyone caught marking, defacing or mutilating books or any their library material will be expected to pay for the material with the most current edition of the same.
- In case of loss or damage of a Library Card, the user must report it immediately and obtain a replacement card. A charge of Rs.50/- shall be levied for each replacement card. A replacement card will be issued only once in a semester.
- Good order must be observed in the library at all times for example placing of feet on the furniture, eating and drinking, smoking, sleeping etc. will not be allowed.
- Users are not allowed to reshelve books after removing them from the shelf. Leave the books on the table or on the trolley near the door.
- Users must comply with all instructions issued by the Library staff for the proper use and maintenance of Library facilities and resources.

BORROWING PROCEDURE

- A user must be a registered student in the current term to be able to use the library services.
- All students must present their library card before borrowing books.
- Library materials may not be removed from the library unless the library staff has properly issued the out.

- It is all borrower's responsibility to be aware of the return date of borrowed books.
- Students are not allowed to borrow books on behalf of other students.
- Students with overdue materials and overdue fines will not be allowed to use the library services.
- Books shall be issued through the Library Management Software SOUL 3.0 only.
- Books returned after the due date will be charged an overdue fine of ₹2/- per day per book for the first one month. After completion of one month, the overdue fine will be ₹3/- per day per book until the book is returned.

Members Category	<u>Issue Privilege</u>	<u>Duration</u>
Faculty	20 Books	One Year
Staff	04 Books	Two Months
PhD	04 Books	One Month
PG (M.Tech, MBA)	02 Books	One Month
UG	02 Books	20 Days
*Book Bank (for UG, PG)	02 Books	One Semester

*Book Bank facility will be applicable from the 1st Semester to the 5th Semester for UG students.

The following materials can only be used within the library

- Reference Books
- News Papers
- Journals & Magazines

DAMAGE / LOSS OF LIBRARY BOOKS

- All users will be held responsible for any damage or loss of any Library material, the user shall be required to bear the cost of replacement along with 20% processing charges on the cost of the book.
- If the book is out of print, the library will recover the double MRP value of the book.
- Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books.
- Lost books must be reported to the library immediately and replaced or paid for within 30 days.

OVERDUE CHARGES

- General collection books & Book Bank issued books : 02.00 Rs. / Day for one month after one month 3.00 Rs. /Day

RECOVERY OF FINE CHARGES

- The Library shall prepare and provide the statement of overdue/fine charges payable by students, staff and faculty members to the concerned Accounts Section.
- Overdue charges shall be recovered from the concerned student, staff member, or faculty member at the time of return of the overdue books, as per the applicable library rules.
- The amount collected as overdue/fine charges shall be deposited with the Accounts Section of the Institute.

Borrowing: All registered students, faculty and staff have borrowing privileges in the library. Other people may be use the library with permission of competent authority but do not have borrowing privileges.