

# LIBRARY RULES

## General Library Rules

- **Library Hours:**
- Strict silence, decorum and discipline must be maintained in the library.
- Use of mobile phones is strictly prohibited in the library premises.
- Every member must sign the register available at the entrance.
- Students have to bear the Identity Card for entering the Library.
- Books will be issued to only individuals and not to groups or areas.
- Books once issued, should not be brought inside, unless it is to be returned.
- Users should not deface, cut, mutilate or damage Library Materials (including documents) in any form. If found guilty, User will be charged double the cost of that particular material.
- Newspapers and Magazines must be read only in the library on specific tables and should not be taken to any other reading areas.
- Eatables/bags/personal books or journals in the library will not be allowed.
- The library card is not transferable and its loss must immediately be reported to the library. User will be held responsible for misuse of his/her library card.
- Any change of address may please be intimated to the Library in written.
- For misplaced, un-priced, gratis publications, rate as approved by Library Committee will be applicable.
- Members are free to browse the books in the Library and the books taken out of the shelves should be left on the reading tables.
- **Journals (unbound issues)/Reference Books/ Reports will not be issued from the library.**
- **No circulation will take place from the Reference Library.**

- Photocopy of Articles or Book chapters up to 30 pages from single Book is allowed in the Library on payment basis (Rs. 1.00 per copy).
- Defaulters, in case of delay after the permissible period of loan, the defaulters' will not be issued any publication till they clear the past account of the Library.

### **FACULTY/RESEARCH SCHOLARS/RESEARCH ASSOCIATE.**

- A maximum of **10 (Ten) books** will be issued to a Faculty member for a period of Six month from the date of issue.
- A maximum of **06 (Six) books** will be issued to a Research Scholar/Research Associate for a period of Three month from the date of issue.
- A fine of re 1/- per day/ per book will be levied/ charged for delay of books.
- Loss/damage/disfiguring/tearing of pages of Library books, **twice the prevailing cost** of the book (as replacement cost) will be charged in case of non replacement fines till the date of replacement of book/ submission of book replacement cost will be applicable, **barring few exceptions\***
- So, ensure you are not receiving any such book else report it to the library staff.
- On discontinuity/cessation of services, obtain **'No Dues Certificate'** from the Central Library.

**\*HVC, Pro VC, Registrar, Provost, Librarian, Controller of exams, Deans, fines till reporting date (in writing) will be applicable.**

### **UNIVERSITY STAFF**

- A maximum of **03 (three) books** will be issued to a Staff member for a period of One month from the date of issue.

- A maximum of **10 (Ten) books** will be issued to a **Staff member having the rank equivalent to that of Director** for a maximum of **Six Month** from the date of issue.
- On discontinuity/cessation of services, obtain **'No Dues Certificate'** from the Central Library.

## **STUDENTS**

- A maximum of **06 (six) books** will be issued to a student for a month from the date of issue.
- A fine of re 1/- per day/ per book will be levied/ charged for delay of books.
- In case of loss/damage/disfiguring/tearing of pages of Library books, student will be charged twice the prevailing cost of the book. So, ensure you are not receiving any such book else report it to the library staff.
- In case of loss/damage of either of **Library Membership ID Card or Book Bank Card** a fine of **Rs.50/-** will be charged and duplicate card will be issued on recommendation of Dean of College/ Director of School concerned.
- Loss of card twice will be subject to non-availability of library facility for a month.
- On completion of course, library cards to be deposited with the Central Library to obtain **'No Dues Certificate'**.
- \* **Person not employee of this University but is associated in a project will have to provide undertaking from his/her Project Investigator and Dean or Director.**
- **The Librarian is empowered to recall any book at any time if necessity arises.**
- \* **Anyone who violates the rules and regulations of the library would be liable to lose the privilege of Library Membership. The Librarian, with the approval of the Hon'ble Vice Chancellor reserves the right to add, delete, alter or modify any of the above rules as and when required.**