

LIBRARY RULES AND REGULATIONS

- ❖ **The Library shall remain open from 8:00 am to 8:00 pm Monday to Friday and from 8:00 am to 7:00 pm on Saturdays.**
- ❖ **Each student is allowed a maximum of 2 books at a time for a period of 7 days. A book can be reissued up to 2 times provided there is no reservation against it.**
- ❖ **Books lost, torn or damaged will have to be either replaced by the borrower with the latest edition of the book or an amount determined by the Librarian may be paid as compensation.**
- ❖ **Failure to return borrowed books on time will attract a penalty of Rs. 50 per day irrespective of the reason for the delay.**
- ❖ **One book per student may be issued from the 'Overnight Reference Section' after 5:00 pm and must be returned by 10:00 am the next day. Delay in returning these books will lead to a fine of Rs. 500 per day.**
- ❖ **Library Newspapers, Magazines or Journals can neither be issued nor can they be taken out of the library.**
- ❖ **Non-payment of overdue charges may lead to strict action including but not limited to withholding of exam results, de-listing from placements, and cancellation of library membership.**
- ❖ **Attempting to carry out non-issued library material will lead to equally strict action.**
- ❖ **Silence has to be maintained in the library. Distraction by any mobile device in any way is prohibited.**
- ❖ **Eatables or drinks are not allowed inside the library. Carrying personal bags into the library is not allowed however laptops are permitted provided they do not disturb others in any way.**
- ❖ **Each member is responsible for the Library card issued to them. The card can only be used by the authorized person to whom it is issued.**
- ❖ **Loss of Library cards must be notified to the Librarian in writing. Upon approval replacement cards may be issued on payment Rs. 250.**
- ❖ **After completion of the program, students will have to obtain a "No Dues" certificate from the Librarian and surrender their Library card.**
- ❖ **The library rules and regulations may be modified as per discretion of the management and shall be binding on all.**