

Library Rules and Regulations

1. Library will remain open as per followings:

Monday to Friday - 9.30 a.m. to 8.00 p.m.

All Saturdays - 10.00 a.m. to 5.30 p.m.

2. **Strict and absolute silence** shall be observed in the Library.
3. **Cell phone to be switched off** inside the Library.
4. **Library members** will be responsible for their belongings.
5. Library users are strictly prohibited from taking the **borrowed or personal books** in stacking area.
6. If the due date falls on a holiday for the Library, the next working day will be taken as due date.
7. Books will be issued to the members only **on producing the Membership Card.**
8. **A fine of Rs. 5/- will be charged per day for the delayed return of books including all holidays.**
9. If any book is lost or damaged beyond repair, the person responsible shall replace it with a new copy or pay double

the cost of the recent price and handling charges or as may be decided by the Librarian.

10. Membership Cards are **not transferable**.
11. Books will be issued subject to availability only.
12. **No sub-lending of books is permitted.**
13. Any kind of **marking, underlining, clipping of books is absolutely forbidden**. Readers will be held responsible for it.
14. Absence from the Institute **will not be allowed as an excuse for the delay in the return of books**.
15. Under special circumstances, the Librarian may refuse the issue of books or recall the books issued from any member without assigning any reason thereof.
16. No reminders will be issued to individuals but consolidated list of defaulters will be displayed on library notice board.
17. **The reference books, newspapers, magazines, journals should not be taken out of Library.**
18. Overnight issue is available for selected reference books.

The above rules are intended to regulate the use of library resources and will be reviewed periodically to meet the changing needs.