



## **Library Rules & Regulations**

- Students should sign in the gate register.
- Students are eligible to borrow 3 books.
- Books will be issued to the students only on production of the valid ID Card.
- The books should be returned within 15 days from the date of issue.
- Books, which are not return on due date, a fine of Rs.15/- for the first five days, and then Rs.5/- per day will be collected as Overdue Charges.
- Renewal is also allowed if the concerned book is not reserved by others.
- Before borrowing the book, students must ensure that the book lent is in good condition and the page numbers are intact.
- Defects must be brought to the notice of the Librarian. Otherwise, the borrower is liable to be held responsible. The borrower will have to replace the book or pay the value of the book fixed by the Librarian.
- This LRC follows the open access system. Hence books taken out of the racks shall not be replaced. They should be left on the table.
- No user shall deface the library books by underlining or scribbling notes in the margins etc. Library books are the Nation's assets and belong to all. All users are required to protect library books against wanton and willful damage, mutilation, theft and other malpractices.
- Loss of books issued, if any should be reported to the Librarian immediately in the prescribed form.

- If the borrower is unable to replace the lost book by another good copy, recovery of the cost of the book lost will be made on the following basis :
- Current price of the book if any, in double plus overdue charges from the student, if the student has not reported about the loss of book before the due date.
- Current price of the book in double if the loss of book is reported before the due date.
- Loss of Identity Card should be reported to the Librarian immediately on the prescribed form.
- Duplicate Identity card will be issued on payment of Rs.50/- only on request.
- Personal books and files should be left on the rack at the entrance of the library. Plain sheets may be taken instead.
- Students are advised not to keep their valuable things like Cell Phone, Calculator, Wallet etc., in the property counter. Library Authorities are not responsible for any loss of such items.
- Journals and Back volumes will not be issued.
- Use of Mobile phones inside the Resource Centre is strictly prohibited.
- Strict silence should be maintained inside the library.
- Discussions are not allowed inside the library.