

LIBRARY RULES AND REGULATIONS

- Books are issued to the students for 14 days only. On the last page, the slip is pasted and stamped, mentioning the due date and a nominal fine will be imposed on a daily basis from the due date till the book is returned to Library.
- It is instructed to take special care to maintain the College ID cum library borrower cards. Do not fold or alter entries made on the cards; members are responsible for the entire set of library borrower cards issued to them.
- If the borrowed books are lost, the concerned should pay the cost of the book/should submit a fresh copy of the same.
- Loss of College ID cum library borrower card should be reported to the Librarian in writing. They will be issued a new replacement card on applicable payment.

Instructions

- * Membership Registration should be done to become a library member before using the library resources.
- * Users have to deposit their bags at the Library property counter.
- * Silence and discipline must be maintained in the Library.
- * Readers should ensure that the cell phones are switched off or in silent mode at all times in the Library.
- * Readers should not mark, write or tear pages in documents. Readers shall be liable to pay any damages caused by them to the Library books and materials.
- * No discussion is permitted inside the Library
- * No personal belongings are allowed inside the Library.
- * Personal and issued books should not be taken inside the Reference library.

- * For log-in/log-out using the QR code of the ID card, a system is kept at the entrance counter. Scanning of ID is a must for entry/exit.
- * All the services are for educational use only and are not to be used for any commercial purpose.
- * Spitting, smoking, napping, drinking tea/coffee and edibles, and any other means which may disturb other users are strictly prohibited inside the Library.
- * Users are not allowed to change, alter or vary any of the computer settings or install the software in the systems of the Library.
- * The books and other materials being taken out of the Library should be shown to the library staff at the entrance counter.
- * The Library borrower cards are not transferable. The borrower is responsible for the books borrowed on their card.
- * The Librarian may recall any book from any member at any time, and the member should return the same immediately.