

LIBRARY POLICIES AND GUIDELINES

Library Hours:

The library remains open throughout the year on weekdays from 10:00 AM to 5:30 PM (except 2nd and 4th Saturday and Government Holidays.)

Borrowing Rules:

1. Books can be borrowed only upon producing the identity card issued by the Institute.
2. The readers should check the books thoroughly for missing pages, chapters, etc. while getting them issued.
3. No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced with new books by the borrower.
4. Books can be renewed for another one term if there is no demand for them, after which it must be returned to the library. The renewal must be done on or before the due date.
5. Library will usually send due reminders to members for the borrowed items, but non-receipt of reminders is no reason for returning books late.

Entitlement for Number of Books to be Borrowed and Loan Period

Category of Member	No. of books issued	Duration of Issue
Principal	9	Twelve Months
Faculties (Regular)	9	Twelve Months
Non-Teaching Staff(s) (Regular)	7	Six Months
Students	4	Three Months

Issue & Return Timings:

Books are issued or returned on weekdays from 10:00 A.M. to 5:00 P.M. (Lunch break: 01:30 PM to 02:30 PM) at the Circulation Counter of the Library.

Circulation Rules:

- Books are issued to all eligible members as per their entitlements.
- Library borrowed books are not transferable and hence should not be lent to others.
- Users are liable for the damage and loss of books, if any.
- Users should check the physical condition of a book while borrowing the same.
- Immediately after the issue of a book, the user is required to take out the same from the library.
- While going out of the library, users should ensure that they do not carry book(s) that are duly not issued on their name(s), failing which disciplinary action will be taken against them.
- Every user is requested to check the status of book(s) outstanding against his/her name soon after a transaction is over at the counter. Discrepancy, if any, should be brought to the notice of the reception person immediately. Any complaint thereafter is not likely to be entertained.
- All reference materials such as encyclopedias, handbooks, directories and special collections are accessible for consultation within the library premises and are not allowed to be borrowed.
- Journal-bound volumes, loose issues of journals and the latest available issues of magazines are to be referred to within the library premises and are not available for issuing.
- At the time of Check In/Out users must written his/her returned/issued book's Accession number in the gate register positively.

Cost Recovery of Books Lost by the Library Members:

Following is the approved criteria for recovering the cost of lost books by Library members:

1. The lost book should be replaced with the same or latest edition of that book.
2. In case the book is out of print or not available in the market, then double the cost mentioned in the Accession register should be charged with processing charges of Rs. 50/- for each book.
3. The cost of the book in foreign currency to be charged at the current conversion rate of the currency.

Loss of Identity Card/ Library Card:

The loss of Identity Card should be reported to the Institute Administrative Office and Circulation Counter of the Library. The Institute Registration Card may be shown at the circulation desk of the Library for checking in/out of the books. Borrowers shall be responsible for any loss or misuse of their original/ duplicate card.

GENERAL RULES:

- All students, faculties, and employees of the Institute are entitled to the membership of the Library.
- Identity Card issued by the Institute is compulsory for getting access to the library.
- Students are advised not to issue books to others on their names. Proxy is strictly prohibited.
- Before registering for new semester, all the dues of the library must be clear including overdue books else borrowing facilities shall withhold.
- Conversation and discussion disturb the library ambience. Therefore, all are requested to maintain dignified silence as we do not have discussion room at present.
- All users are requested to keep their mobiles switched off or in silent mode in the library.
- The Library user shall not engage in audible conversation in any part of the Library; they should observe strict silence inside the Library so that others are not disturbed.
- Users are not allowed to carry eatables/drinks inside the Library.
- Personal Bags should be kept at Property Counter at own risk. No valuable items, e.g., Laptop, mobile, money, ATM Cards, etc. should be kept inside the bags. If kept, the Library will not be responsible for any such loss. The library shall not be responsible for any loss or damage to the personal belongings of the users.
- The users shall not write upon, damage or mark any book belonging to the Library. Marking, scratching, damaging, mutilating, stealing, library materials, or property will invite disciplinary action against the defaulters.
- The user is responsible for any damage caused by him/her to the books or any other property belonging to the Library, shall be required to pay the penalty imposed upon him/her by the Library Authority.
- Books removed from the shelves, if not required further, should be kept on the nearest book trolley/ table. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
- The newspaper(s) should be folded properly after reading and kept back at the designated place.
- The User should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book. Otherwise, he/she shall be held responsible for the damage, discovered at the time of returning the books.
- The Library reserves the right to call back any issued book/item at any time.
- Users should not talk or discuss as they may disturb other Users. Reading areas are meant for individual study only.
- Computer in the library premises should be used for academic purposes only.
- Online chatting/ dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games/ watching movie on computers is strictly prohibited in the entire Library premises.
- Users must show their ID card on demand.
- Changing the settings and display of the computers kept in the Library is not permitted.
- Users should not remove/ unplug computer cables/ connections, network cables, and other peripherals/ accessories in the library.
- Users must take care of their Pen drives, CD/ DVD ROMs, mobiles, wallets, etc. The library is not responsible for any losses.
- The users should not leave their reading material (e.g., Coaching material, Newspapers, Notes, etc.) and personal belongings on the tables unattended. If found unattended for long-time, beyond 24 hours, it may be removed by the Library Staff and the library will not be responsible for the same. The same will also be disposed-off using standard procedures.
- Users should not leave bags/books/copies on the table and cannot claim, capture, and reserve seats for future use. Capturing/reserving seats for friends/future use is strictly prohibited. Other users may remove the bags and books if these are left unattended on the tables.
- The seats are to be used/occupied on the first-come, first-served basis.
- Users should not rest or keep their feet on tables, chairs, shelves, etc.
- Smoking, pan chewing and spitting in the library is prohibited.
- Membership privileges of a user can be suspended on account of misbehavior with the Library staff or for indecent manners. Maintaining discipline in the broadest sense is the motto of the library.
- These rules are subject to revision/change from time to time without assigning any reason. The Librarian is free to take any decision in the interest of the library or institution.