

## **Library Rules and Regulations**

### **Timings:**

The library is open from **9.00 am to 2.00 am on Monday – Saturday** (circulation time: 9.00 am to 9.00 pm) and from **9.00 am to 5.00 pm on Sunday**.

The library will remain closed on the 3rd Saturday of every month & other Institutional Holidays.

### **Membership:**

- The primary library members include students, faculty members, administrative staff, administrators, participants in training programs, and research associates of the institute. Others may, however, use the library facilities with prior approval from the Dean Administration.
- Any user leaving the Institute shall return all the borrowed books and periodicals and pay over-due charges, if any, to get the NO DUE certificate from the library.

### **Borrowing Privileges:**

- The primary members of the library can borrow books, periodicals, CDs, VCs and newspapers for home reading and viewing purposes. Textbooks and some reference books in reference book can also be borrowed for overnight reading. The bar-coded Library Identity cards will be issued to all the library members and must be produced while lending books and other materials.
- For Students, the Identity card will remain effective for the duration of the programme.
- In case of loss, a duplicate library Identity card will be issued after verification.

### **Loan Privileges:**

#### **For Students:**

- Four books in a lending section can be borrowed for one week.
- Two Textbooks in the Reference section can be borrowed for overnight reading,
- Two back issues of current periodicals can be borrowed for two days,
- The Bound Back volumes of periodicals can be borrowed quickly.
- CDs/DVDs and VCs can be borrowed for a short period.
- Project Reports and company annual reports are meant for reference only. However, they can be issued with special permissions.
- Reference books like encyclopaedias and dictionaries are only available in the library.

#### **For faculty/staff Members and administrators:**

The faculty and other staff members can borrow more books and materials for extended periods. They can also borrow books and magazines in the children's section for their children.

### **Issue/Return Timings:**

- Since the library transactions are bar-coded, the issues and returns can be done during library working hours.
- The textbooks for overnight reading are issued during closing hours and must be returned by the following day.
- New additions to the library will be issued to the users only after complete processing is done.
- Renewal of issued books is not allowed. However, books can be reissued only if there is no demand from other users.
- Issues of books for vacations and project works will be considered on special requests.
- The library can recall the books issued to the user if required. (However, if a book is issued to a Faculty Member, the priority will be given to the faculty's requirement).

**General:**

- Personal belongings such as bags, briefcases, umbrellas, opaque covers, etc., are not allowed inside the library and must be deposited at the pigeonholed racks kept at the library entrance.
- The users must produce library Identity cards in person while borrowing books and other materials.
- Users leaving the library should allow the staff at the counter to examine their belongings.
- Users are requested to maintain silence within the library premises.
- Smoking and eatables are not permitted inside the library.
- The orderliness of furniture inside the library needs to be maintained.
- Users will be responsible for the materials borrowed from the library. The borrower will be charged for any loss or damage to the material by way of mutilation and disfiguring of pages by asking for a replacement of the document. In case of out-of-print documents, the member will have to pay the cost of photocopying the same and a fine equal to the price of the document.
- Users are requested to ensure that all the documents taken out of the library are correctly issued.

**Overdue Charges (Applicable only for students):**

- The user should return the books on or before the due date. Books can be reissued only if there is no demand from other users. If a book is not returned on the due date, the user must pay the Over Due Charges (ODC) as per the following rates. Since the ODC calculation is software-driven, the fine will be added to the individual's account, and the cumulative amount will be adjusted in their textbook deposit at the end of the year.

Category of Documents	Fine Per Book
Lending Books	Rs.1/- per day/book
Overnight issues (Reference books and back issues of journals)	Rs.5/- per day/book

**The following will be treated as misconduct, and they will be reported to the authorities**

- Unauthorised removal of library documents.
- Mutilation and disfiguring of library documents.
- Non-response to the intimations of the library for the return of documents.
- Misbehaviour with the library staff on duty.