



GENERAL RULES AND REGULATIONS

- Silence shall be observed at all times in all parts of the Learning Resource Centre.
- Loud discussions, smoking, eating, Spitting, or engaging in other activities disruptive of Library operations are strictly prohibited.
- Students shall be subjected to disciplinary action for any of the following acts:
 - (a) any form of dishonesty, deception or fraud in borrowing/using Library materials;
 - (b) gross and deliberate discourtesy;
 - (c) damaging or defacing Library property;
 - (d) Unlawful taking away of Library belonging.
- Students are required to present their duly countersigned ID cards when entering the Learning Resource Centre and checking out and Library material.
- Any person who lends his/her Identification Card shall have his/her Library privileges suspended for not more than one semester. Similarly, any user who uses an Identification Card not his/her own will be subjected to the same penalties.
- Students caught defacing, mutilating or stealing any Learning Resource Centre material or property will be fined and required to replace the same or pay the replacement and processing cost. In appropriate cases, the additional penalty of suspension or expulsion shall be imposed.
- Bags and personal belonging are to be kept on Cloak Room.
- Students are advised to read notices and be guided accordingly by notices posted at the service areas.
- Mobile phones must be switched off or put on silent mode when inside the Learning Resource Centre.
- Keep your personal belonging in cloak room (At owners' risk)

LIBRARY SERVICE HOURS

- Reading Rooms: 24×7 (360 days)
- Circulation Section: 9:00 am – 9:00 pm (Monday to Friday)
- Circulation Section: 9:00 am – 5:00 pm (Saturday)
- Membership Registration: 9:00 am – 9:00 pm (Monday to Saturday)
- Journal Section: 9:00 am – 9:00 pm (Monday to Saturday)
- Computer Lab: 9:00 am – 5:00 pm (Monday to Saturday)
- Audio-Visual Room: 9:00 am – 5:00 pm (Monday to Saturday)

LOAN PERIOD

- Students may borrow a maximum of two (02) books for one week.
- Staff may borrow a maximum of two (02) books for two weeks.

Renewal

- A book issued for a one-week period may be renewed only once, provided no reservation has been placed on it by another user.

- Students can renew books themselves through the OPAC portal:
<http://172.20.40.70>

Returning Books

- Books must be returned to the circulation desk.
- ID cards are not required at the time of return unless the book is overdue.

Overdue Charges

- A fine of Rs 10.00 per day (excluding Sundays and holidays) will be charged for each overdue book.

REFERENCE BOOKS / DISSERTATIONS / JOURNAL BACK VOLUMES

- Reference books such as encyclopedias, dictionaries, atlases, almanacs, and yearbooks shall be consulted within the LRC premises only and are not available for issue.
- Dissertations and back volumes of journals are non-issuable. Students may consult them in the designated stack area and use them only within the library.

IDENTIFICATION

- The Identification Card (ID), issued by the LRC and duly countersigned by the Librarian, serves as the permit to enter and use the facilities of the library.
- The countersigned ID must also be presented to the desk staff when checking out library materials.

LOST OR DAMAGED BOOKS

- Any lost or badly damaged book must be reported immediately to the section from which it was borrowed.
- The borrower shall either replace the same title within 30 days or pay the current replacement value.
- In all cases, the borrower shall also pay the fine applicable as per library rules.
- If the same edition is not available in the market, the borrower must replace it with the latest available edition.

CLEARANCE CERTIFICATE

- Return all library materials.
 - Surrender the Identity Card.
 - Obtain a 'No Dues Certificate.'
 - The College Leaving Certificate or Transfer Certificate will be issued only after the student has returned all library books and cleared all dues.
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- In case of loss of a Library Card, the student must report it immediately and apply for a duplicate card at the library counter by paying Rs 50/- per card.