**Library rules & Regulations**

Mambership:-

1. The primary library members include Students, Faculty Members, and Administrative Staff, and Administrators, participants of training programs & Research associates of the institute. Others may however avail the library facilities with prior approval from the Librarian.
2. Any user who is leaving the institute shall return all the borrowed books overdue charges, if any, to get the “NO DUES” certificate from the Library.

Borrowing Privileges:-

1. The Primary members of the library can borrow books, periodicals, CDs and newspapers for home reading and viewing purpose. The textbooks and some reference books in reference book can also be borrowed for overnight reading. The bar-coded library identify card will be issued to all the members of the library, which needs to be produced while borrowing books and other materials.
2. For students the identity card will remain effective for the duration of the programme.
3. In case of loss, a duplicate library identity card will be issued after verification.

Loan Privileges for Students:-

1. Five/ Six books in Book Bank section can be borrowed for the period of Six months.
2. Four text books in Lending section can be borrowed for One Month.
3. One Text Book in Daily Issue section can be borrowed of Overnight.
4. CDs & DVDs can be borrowed for short period.
5. The Reference Books like Encyclopedias, Dictionary etc are for reference only in the Library.
6. Project Reports are meant for reference only. However, they can be issues on special permission.
7. Current periodicals for can be borrowed of Overnight.
8. Back volumes of Periodicals can be borrowed for short period.

For faculty/ Staff Members: The faculty and staff members can borrow more books and other materials for longer period.

Book Bank:-

From Book Bank Schemes are issues to 1ST year Students to 3rd year Students.

Circulation Timings:-

1. Since the Library transactions are bar-coded, the issue and return can be done during library working hours.
2. The reference books for overnight reading are issued during closing hours and they need to be returned by next day morning.
3. New addition to the library will be issued to the users only after complete processing is done.
4. Books can be renewed only if there is no demand from the users
5. Issue of books for vacations and project works will be considered on special request.
6. The library can recall the books issue to the user at any time, if required. (However, if a book is issued to a Faculty Member, the priority will be given to the Faculty’s requirement).

General:-

1. Personal belongings such as bags, umbrellas, opaque covers etc., are not allowed inside the library and they have to be deposited at the entrance of the library.
2. The users need to produce library identity card in person while barrowing books and other materials.
3. User leaving the library should allow the staff at the counter to examine their belongings.
4. Users are requested maintain silence within the library premises.
5. Smoking and eatables are not permitted inside the library.
6. The orderliness of furniture inside the library needs to be maintained.
7. Users will be responsible for the materials borrowed from the library. Borrower will be charged for any loss damaged to the materials, by way of mutilation & disfiguring of pages, by either 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 also pay a fine equal to the cost of document.
8. Users are requested to ensure that all the documents taken out of the library are properly issued.

**Days of Delay** **Library Fine**

* Single Book/Per Day Rs.1.00