

## Library Rules

- Student can borrow two books from the Library at a time for 15 days.
- Readers will be responsible for any damage or loss of the books(s) or any other property belonging to the Library and I shall be required to replace such books(s), you are also compelled to pay for damages or injury to any of the properties in the Library premises.
- Reader's or borrower's cards or other identity records to be shown when demanded.
- Students shall not be allowed to use reference section if he/she doesn't have student ID Card.
- Readers may not write upon, damage or make any mark upon any books belonging to the Library.
- Delay in returning the books shall be charged a fine of Re. 1/- per book, per day.
- Undesirable or unauthorized persons shall have no access in the Library.
- Any reader observing a defect, or damage to any book or manuscript will point out the same to the Library staff immediately.
- Borrowers must satisfy themselves about the physical condition of the book before borrowing. Otherwise they shall be responsible for any damage at the time of returning. Group discussions are not permitted inside the Library.
- Silence should be strictly maintained inside the Library.
- Keep your mobiles switched off within the Library premises.
- Students shall have to renew their Library cards every year by producing the fee receipt.
- Registration should be done to become a member of the Library prior to using the Library resources.
- The (final year UG/PG) students should return the books and their Library cards to the Library for obtaining "No Dues" Certificate.
- Personal books and belongings except for return will not be permitted to be brought inside the Library.
- The Librarian may recall any book from any member at any time and the member shall return the same immediately.
- Books transaction hour is between 9.00 AM and 5.00 PM only.
- Laptop computers are allowed inside the library for reference work with books.
- Reference books, Project reports, Current Periodicals, Dictionaries are for reference only.