

Library Rules

1. While entering the library, footwears should be kept outside
2. Use of Mobile Phones will not be allowed inside the library
3. Strict silence shall be observed within the library premises
4. Only writing materials can be taken inside the reading room and library
5. Personal belongings like bag, umbrella, etc. are not allowed to be taken inside the Library, White paper may be taken inside for the purpose of taking notes
6. All persons entering the library should register themselves in the Entrance/Gate Register
7. While entering the library students should wear the ID cards in the proper position
8. Books of the Reference section will not be lent out but they may be consulted in the library
9. To borrow a book from the Library, find out the required book by searching the catalogue or with the assistance of the Library staff
10. The exchange of books between the students will not be allowed
11. Before getting books and other reading materials students should produce their Identity Cards
12. Readers will be responsible for any damage caused to books or any Library property). To be safe, when a book is issued to a reader, he/she must point out to the Librarian any defect noted concerning the book. Otherwise, the presumption will be that the book was quite intact when issued.
13. If a book is damaged or lost by a member, he/she will have to replace it, or pay the cost of the book including postage, etc. within the time fixed by the librarian. If one volume of a set is damaged or lost by a member, he/she must replace it by a copy of the same edition. If such a copy is not available, he shall replace the whole set within the time fixed by the Librarian. If a student happens to recover a lost volume after having replaced it or paid the value thereof, he will not be allowed to return it to the library and get back the new copy or its price
14. Books in the reference section will not be lent out, but they may be consulted in the library
15. All outgoing students should return the books borrowed from the Library as well as their Library cards before the closing of the academic year
16. A member of staff who proceeds on leave or on a transfer must return all books borrowed from the library before proceeding on leave/transfer
17. For the loss of books, the following procedure will be followed
 - I) If the copies of the book are available with the suppliers, the book has to be replaced with a new one.
 - II) If it is not available for replacement, the value of the lost book will be realized at the following rates
 - i) Six times face value of the books which are published prior to 2000
 - ii) Three times face value of the books in all other cases
 - iii) If the book value cannot be ascertained from the library stock registers, compensation will be fixed on the basis of the market price of similar publication at the time of fixation