

# Atria Institute of Technology

## LIBRARY & INFORMATION CENTRE RULES

- ❖ The readers should keep **Silence within the LIC premises.**
- ❖ **Students** as well as **Staff** members may be enrolled as members of the LIC.
- ❖ **Strict discipline should be maintained inside the library. The position of the chairs and tables should not be changed.**
- ❖ All personal belongings, such as books, bag, coat, personal files, Xerox material that do not belong to the library must be deposited at the 'property counter', at the entrance of the library. Personal books, Xeroxed and printed loose papers, eatables and drinks **are not allowed inside the library under any circumstances.**
- ❖ Library users should enter his/her name, department, time-in and time-out in the register kept at the entrance.
- ❖ Every member shall present his/her LIC card before any book is issued.
- ❖ Show the documents, which are being taken out of the Library, to the staff at the checkpoint.
- ❖ Books are issued for **period of fifteen days** in the first instance and if required, the same book can be renewed further one more time for a period of fifteen **days each** **and thus no book will be allowed to be kept with a member beyond thirty days.** Book/books may be renewed if the same is **not demand or are not reserved by other readers.**
- ❖ If the books are not returned on due dates an overdue charge will be levied.
- ❖ **Library cards are not transferable:** The card holders should come personally to borrow the books and authorization is not allowed
- ❖ Each borrower is responsible for the book issued on that card, so a borrower is requested not to lend his cards to others. Collect your library cards without fail after returning the books from the circulation counter
- ❖ **Loss of books:** Every borrower from the library is responsible for the safe custody and return of the book borrowed by him/her. In case of damage or loss he/she **shall replace the book or should** be reported to the Library staff immediately **and the person has to pay the fine plus double** cost of the books + processing charges 10% at the time of getting clearance from the Library.

- ❖ In case of loss of borrower's card, the member must report immediately writing to the Librarian. The Librarian may issue a fresh borrower's card on payment of Rs.20/- per card provided he/she is satisfied with the explanation given.
- ❖ We do our best to remove damaged books from our shelves. However please do check the books you are taking and report this to the staff before the books are issued to you. **We levy a fine for books returned with pages torn or marked. Please help us keep the books in good condition.** Readers are requested to use the LIC books and furniture carefully, writing or marking any marks in books as well as furniture is strictly forbidden and fine can be imposed.
- ❖ No due certificate will be issued at the end of even semester, on return of the borrower's card.

### **Library & Information Centre General Rules**

- ❖ No marking, underlining / Defacing of the books.
- ❖ Same Titles (two books) can't issued at the borrowing time.
- ❖ If a member does not pay off the dues to the LIC, the privilege of borrowing books may be suspended till he deposits the same.
- ❖ All the students should show the college identity card when demanded by the LIC staff.
- ❖ Change of Department, Status, Address etc., to be informed and the card corrected.
- ❖ **Please note that "CONVERSATION & LOUD TALKING" is strictly prohibited. Please avoid disturbing other readers.**
- ❖ **Mobile phones, strictly prohibited in the LIC premises (VTU Notification).**
- ❖ Keep the Library Clean
- ❖ Use the dustbins provided in the reading/reference section.