

# **LIBRARY POLICY**

## **The following rules are binding on all the members of the library**

1. To enroll as a library member, the student will have to enter his/her details in the college website, [www.atria.edu](http://www.atria.edu). After this, he/she will have to submit 1 latest stamp size photograph and photocopy of the fee receipt at the library circulation counter and get the library card.
2. Every student member is entitled to borrow up to 3 books for 1 library card. Books are issued for a period of 15 days in the first instance and if required the same book can be renewed for one more time for a period of 15 days. Thus no book will be allowed to be retained with a member beyond 30 days. Book/books may be renewed if the same is not in demand or not reserved by other readers. If the books are not returned on due dates, overdue charges will be levied with as per fixed charges.
3. Every student can borrow up to 3 books for a period of 15 days.
4. The faculty members may enroll themselves as library members on production of 1 latest stamp size photograph after receiving their appointment letters from the HR Department.
5. Every faculty member is entitled to borrow up to 4 books for 1 library card. The member can retain the borrowed books with them for one whole semester. The due date for each book is the last working day of the Odd/Even Semester.
6. At the time of leaving the college, the faculty will have to compulsorily collect No Due Certificate from the library.
7. Users should always carry their identity cards while entering the library.
8. Library user should enter his/her name, branch, time-in and time-out in the register kept at the entrance.
9. Library cards are not transferable. The card holders should come personally to borrow the books.
10. No marking, underlining or defacing of the books is allowed.
11. The member cannot borrow 2 copies of the same book at a time.
12. If any member does not pay the dues to the library, the privilege of borrowing books may be suspended till he/she clears the same. Members will long overdue will stand to lose their library membership.
13. Change of Department, Status, Address etc., should be informed and a new library card has to be procured.
14. They can utilize all the facilities which are provided by the library.
15. All the students should renew their cards at the beginning of every academic year.
16. Books once lent out should not be carried back into the library.

17. The borrower should check the condition of the book before leaving the Circulation Counter. He/She will be responsible for any mutilation or damage caused to the book after it is lent out. He/She shall have to make good of the damaged book.
18. If the books borrowed is a part of a set or volume and the same is damaged or lost, the borrower concerned shall be liable to replace the whole set.
19. In case any book is lost, the borrower will have to replace it with a new one or will have to pay twice the cost of the book.
20. Reference books, periodical publications, dictionaries, encyclopedias, handbooks and such other works that are declared as reference copies will not be lent out of the library.
21. Any member who loses the library card shall submit a written complaint to the Librarian. A duplicate card will be issued after paying the prescribed fee. The member shall be responsible for any misuse of the lost library card.
22. The members are requested not to misplace the books taken from racks and shelves. They shall leave the books on the tables after reading them. The library staff will place the books in their appropriate places.
23. Members are prohibited from eating, chatting, smoking, carrying bags, umbrellas, windcheaters, boxes and other articles into the library. They should not carry their personal books and reading materials into the library.
24. The members should keep their belongings in the property rack at the entrance of the library. They should not carry cellphones, purses, money, credit cards and other valuables inside the library.
25. Under dire circumstances like misbehavior, screaming, etc. in the library, the librarian can refuse library services to them.
26. Silence and discipline should be maintained inside the library.
27. The position of chairs and tables should not be changed.
28. Discussions and loud conversations are strictly prohibited in the library. Kindly avoid disturbing the readers in the library.
29. Use of cellphones is not permitted in the library as per VTU notification.
30. Kindly keep the library clean. Use the dustbins provided in the reading/reference section.

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