

## **LIBRARY POLICY**

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

1. To enroll as library members, the students shall fill in the given application and submit the same along with 2 latest passport size and 2 latest stamp size photographs along with fee paid receipt.
2. The faculty members may enroll themselves as library members on production of 1 latest stamp size photographs once confirmation letter received from the HR department.
3. Each faculty member is entitled to borrow up to 4 books for 1 library cards. The members can retain the books with them for one semester. The renewal due date for each book is the last working day of the Odd / Even Semester. No due Certificate is must from library to collect your relieving / Experience letter.
4. Users should compulsorily carry their identity cards while entering the library without fail.
5. Library users should enter his/her name, department, time-in and time-out in the register kept at the entrance.
6. Each student member is entitled to borrow up to 3 books for 1 library cards. 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 with the stipulated fine.
7. Library cards are not transferable. The card holders should come personally to borrow the books and authorization is not allowed.
8. No marking, underlining / Defacing of the books.
9. Same Titles (two books) cannot be issued at the borrowing time.
10. If a member does not pay off the dues to the library the privilege of borrowing books may be suspended till he deposits the same. Members will long overdue will stand to lose their library membership.
11. Change of Department, Status, Address etc., to be informed and the card corrected.
12. They can utilize all the facilities which are provided by the Library.
13. All the students should renew their borrower's cards at the beginning of every academic year.
14. Books once lent out of the library should not be carried back into the library.
15. 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. They shall have to make good of the damaged book.

16. 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.
17. In case the lost of books are to be replaced with new one or else the borrower will have to pay twice the cost of the book.
18. Reference books, periodical publications, dictionaries, encyclopedias, handbooks and such other works that may be declared as reference copies. Which shall not be lent out of the library.
19. A member who loses the borrower's card shall lodge a written complaint of the same to the Librarian. Duplicate cards will be issued after paying the prescribed fee. The member shall be responsible for any misuse of the lost borrower's card.
20. The members are requested not to misplace the books taken from racks and shelves. They shall leave the books on the tables after referencing. The library staff will place the books in their appropriate places.
21. Members are prohibited from eating, chatting, smoking, carrying bags, umbrellas, windcheaters, boxes and other receptacles into the library. They should not carry their personal books and reading materials into the library.
22. The members are requested to keep their belongings in the property rack at the entrance of the library. However, they are advised not to carry cellphones, purses, money, credit cards and other valuables inside the library.
23. Under circumstances like misbehavior, screaming, etc., the librarian will have the power to refuse to provide the library services to the students.
24. Strict silence / discipline should be maintained inside the library.
25. The position of the chairs and tables should not be changed.
26. Please note that "discussions, CONVERSATION & LOUD TALKING" is strictly prohibited. Please avoid disturbing other Readers.
27. Use of Mobile phones, strictly prohibited in the library premises (VTU Notification).
28. Keep the Library Clean.
29. Use the dustbins provided in the reading/reference section.

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