

LIBRARY RULES AND REGULATIONS

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

1. To enroll as library members, the students shall fill in the application and submit.
2. The student should submit the **latest passport size and latest stamp size photographs** along with **fee paid receipt**.
3. Users should **compulsorily** carry their **identity cards** while entering the library **without fail**.
4. Each student member is entitled to **borrow upto 3 books per library card**. The members can retain the books with them for a period of **15 days only**. Overdue books will be charged with the **stipulated fine**.
5. All the students should **renew their borrower's cards at the beginning of every academic year**.
6. Members will **long overdue will stand to lose their library membership**.
7. Books once **lent out of the library should not be carried back into the library**.
8. 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**.
9. 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**.
10. 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**.
11. 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**.
12. 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.
13. 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.
14. 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. 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**.
15. **Silence** should be maintained in the library.
16. Under circumstances like **misbehavior, screaming, etc.**, the librarian will have the power to refuse to provide the library services to the students.

I hereby solemnly declare and undertake that, I have read the rules and regulations of the library thoroughly and agree to abide by the rules and regulations.

