

LIBRARY WORKING HOURS AND RULES

LIBRARY WORKING HOURS

Days	Timings
Monday to Saturday	08:30AM to 6:30 PM
Sunday	08.30AM to 3.30 PM
Holidays	08.30AM to 3.30 PM

The library timings may be extended by the library committee member's recommendation.

RULES AND REGULATIONS

1. Identity Card is compulsory for getting access to the library.
2. All readers are required to maintain perfect silence and discipline in the library.
3. No discussion permitted inside the library.
4. All personal belongings(books, bag, coat, personal files, Xeroxmaterial) must be deposited in the rack at the entrance of the library.
5. Library users should enter the name, course, semester, time-in and time-out in register kept at the entrance.
6. Using Mobile phones /headphones is strictly prohibited in the library premises.
7. The librarian may recall any book from any member at any time and the member shall return the same immediately.
8. The borrowing facility can be withdrawn in case of misbehavior of usersfor their misuse of the library.
9. Loss of books/damaged: Every borrower from the library is responsible for the safecustody and return of the book borrowed by him/her.
10. In the event of damage or losshe/she shall replace the book or pay the cost of the recent edition book. The person has to pay the fineplus the cost of the books plus processing charges at the time of clearance from thelibrary.
11. Readers should not deface, mark, cut, mutilate or damage library resources in any way.If anyone is found doing so, he/she will be charged the full replacement cost of theresource.
12. Downloading of undesirable e-resources shall not be allowed and punishable if violated.
13. Strict discipline should be maintained in the library. The position of the chairs andtables should not be changed or displaced.

14. Beverages and eatables are not allowed inside the library.
15. The readers are liable for punishment and fine if they either misbehave or damage the books or any other property of the library, decent behavior is expected.
16. Reference books, rare books, unbound periodicals may not be issued generally except with the written permission of the Librarian.
17. Student after returning of library books/documents should take No-dues certificate from the library before their university examination.
18. Staff should take library No-Dues Certificate (NOC) while Transfer/Deputation/Superannuation/Resignation from the college.