

Library Use Policies

1 Hour

Library is open all working days:

Monday to Saturday 9 00 AM – 8.00 PM

It remains closed on all declared Holidays. Any changes in timings are posted on the Library notice Board.

2. ISSUE AND RETURN” COUNTER

“Issue and return” counter functions between 9.30 A.M. to 4:30 P.M. daily. Timings for Issue of Books are 11:00 A.M. to 2:00 P.M. and 3:30 P.M. to 4:30 P.M. daily. You can return the book at any time between the specified time, i.e. 9:30 A.M. to 4:30 P.M.

Users and their Privileges:

Category	Max. no. of books	Loan Duration
Academic Members (faculty)	8	3 weeks
Students	2	2 weeks
Institute Members other than Academic Members	2	3 weeks

Fine of Rs 5/- per day will be charged on each book and other Library material if returned after the due date. Users can reserve books and get such information, as to whom a book is issued and when it is due.

Acceptable User Policies:

- Ø Library Member Cards are NOT TRANSFERABLE. Please do not use cards of other members for borrowing library books.
- Ø No reading materials can be taken out from the library without issuing them out. The library will duly record the issue/return of the reading materials.
- Ø Members are responsible for the books and other materials issued in their names.
- Ø Books, when required should be returned within two days.
- Ø The borrower will have to replace (if available in market) or pay the double costs of the books for the books that are damaged/lost during the loan period.

Reservation:

Books, on loan, or on display at the new Arrivals shelf, can be reserved. Reservations by more than one person for the same book will be done according to priority. Reserved books are kept separately in the issue counter for three days for each member. The reservation lapses automatically after three days, and the next person on the list of reservations, gets priority.

Renewals

- Ø Books and other materials are renewable, provided there is no demand for the material by other members.
- Ø Books and other materials have to be produced at the time of renewal.

Issue of Periodicals

- Ø Current issues of the journals are not issued out.
- Ø Old volumes of periodicals are issued only for a period of one week.
- Ø However, the old issues of popular magazines are issued for over night.

Text Books and Reference Books:

Text books , recommended by faculty for the particular courses and reference books (encyclopedias, dictionaries, manuals, handbooks etc), are available only for consulting within the library.

Overnight Issue

Reference books / resources can be issued to the members of library for a night after 6:00 pm and that has to be returned before 10: 00 am in the morning

GENERAL RULES AND REGULATIONS OF THE LIBRARY:

A. Admission to the Library:

- Ø All members are required to deposit their personal belonging at the property counter at their risk. The library is not responsible for any loss or damage to the same. Taking a briefcase or bag inside the library is strictly forbidden.

- Ø Entry to outside academic and research visitors and walk in users is allowed only on the production of their valid affiliation to any academic institution. Entry to visitors from corporate houses and profit making institutions is restricted.

B. Care of Library Materials:

Library resources such as books, journals, and electronic materials, etc. are costly and are often rare. They are for the benefit of not only the present but also for the future members of the library. Therefore,

- Ø one should not write upon, damage, turn down the leaves or mark on any library materials.

- Ø Tracing or copying of any is prohibited by copyright policy and users shall be solely responsible for any violations.

- Ø Before leaving the issue counter, member should satisfy himself or herself as to whether the library material lent to them is in sound condition. If not , they should immediately bring the matter to the knowledge of the library staff at the issue counter, otherwise, they are liable to be held responsible for replacing the material or paying such compensation as calculated by the library.

C. Clearance Certificate (Issue of No Dues):

- Ø All those who leave the institute must surrender all the materials that they borrowed to the library, and obtain a ' Clearance" certificate from the librarian, in order to ensure that they owe no dues to the library.

D. Donation to the Library:

- ∅ The library accepts donation of manuscripts, books, periodicals, special publications, audiovisual materials, electronic materials etc, from individuals and institutions. Requests for such donations may be made to the librarian. The decision of whether the offer is being accepted or rejected is communicated directly by librarian to potential donors in due course of time.

E. General Instructions:

- ∅ Smoking is not allowed inside the library.
- ∅ No refreshments may be brought into the library.
- ∅ Silence must be observed at all times in the library
- ∅ Suggestions for purchasing books and other materials and improving the library services are welcome.
- ∅ Library materials should be handled with utmost care. Nobody should write, damage and make any mark on any kind of the library materials.
- ∅ Readers should not replace any materials electronic materials on the shelves, but are requested to given back to the Library staff at the counter.