

GENERAL RULES

- i. While entering the library, person should leave their personal belongings, such as bags, brief-cases, personal books, and parcels at property counter of library at their own risk. However, they can carry loose papers and note books.
- ii. A person desirous of using the library has to enter his/her name time (in and out) and put his/her signature in the register kept for the purpose at the entrance of the library.
- iii. A person leaving the Library must, if required to do so by a member of the Library staff, present Library items and folders, bags and similar objects in their possession for inspection by a member of the Library staff.
- iv. During a person's absence, study places must not be reserved for any longer than 15 minutes.
- v. The users for the library are requested to **take care of their belongings** (laptops, devices and other things) inside the library premise otherwise library is **no way responsible** for loss of above said articles or goods.
- vi. **No monetary compensation** can be claimed from library incase of any damage to personal belongings of users inside the library.
- vii. The Library follows an open access system. Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.
- viii. Library items must not be marked, defaced, mutilated or damaged in any way. If anyone is found doing so, he will be charged the full replacement cost of the material and other disciplinary action.
- ix. Eating, drinking and smoking strictly prohibited inside the library.
- x. **Mobile phones** must be set to **vibrate or silent ring mode** while in the Library, and are not permitted to be used inside the library. Fine will be **charged Rs.500/-** if found guilty for using mobile phone inside the library.
- xi. A person may enter and remain only in those parts of the Library that the person is authorized to use.
- xii. A person must not use any part of the Library for any kind of organised gathering without the authority of the Librarian. A person must not deposit or distribute any advertisements, leaflets or similar material in the Library without the permission of the Librarian.
- xiii. A person must satisfy before leaving the issue desk as to whether the book is in sound condition or not. Otherwise he/she may be responsible.
- xiv. A person must behave with decency and decorum. Any irregularities may kindly be brought the notice of Librarian / Library Committee / Dean (Academics) for necessary action.
- xv. Users are requested to follow a **decent dress** code inside the library. **Wearing bermuda, shorts, half knickers not allowed inside the library.**
- xvi. Readers should maintain peace in the library and should not disturb other users in any way.
- xvii. Using computers of library for emails, chatting and preparing PPT is prohibited
- xviii. The Librarian may prescribe that certain areas of the Library are to be used for specified purposes only, or by certain persons or groups only. A person must not use those areas in contravention of that prescription.