

## Library Rules

### 1. Library Membership

Students, teachers, scientists, and other staff of the University are entitled for the membership of the Library. The membership is required to avail the facilities of the Library. The candidates are required to fill the University Library membership form which must carry the recommendation of the respective Head of the Department/Dean/DSW/Director/other competent authority of the University.

### 2. Admission to Library

Only registered members shall be permitted admission to the Library. He/She must produce his/her identity card at the Security Counter of the Library. Person shall not be permitted admission to the Library, in case of failing to produce the identity card.

### 3. Loan Privileges

#### a) Entitlement of loan

The bonafide members shall be permitted to borrow books from the Library against the Reader's Ticket only. Each member shall be issued the Reader's Tickets to borrow the books. The detail of the entitlement of loan is given below-

S. N.	Category of the Library user	Number of Reader's Ticket
1.	Director	8
2.	Dean	8
3.	Professor	8
4.	Associate Professor	8
5.	Assistant Professor	8
6.	Scientist	8
7.	Non-Teaching Staff	2
8.	Ph. D. Student	4
9.	PG Student	4
10.	UG Student	2

## b) Period of loan

The detail of the period of loan is given below-

S. N.	Category of the Library user	Period of loan (in days)
1.	Director	30
2.	Dean	30
3.	Professor	30
4.	Associate Professor	30
5.	Assistant Professor	30
6.	Scientist	30
7.	Non-Teaching Staff	30
8.	Ph. D Student	15
9.	PG Student	15
10.	UG Student	15

## c) Re-issue and recall of books

Books shall not be re-issued to the same borrower, if the books have been reserved by some other Library user. Books can be recalled at any time without assigning any reason. In case of failure to return the books, the usual overdue charges shall be realized from the date of the recall.

## d) Conditions of Loan

Borrower must satisfy about the physical condition of the book before its borrowing. Borrower shall be held responsible for any damage or mutilation noticed at the time of returning the book. Book on loan shall be returned on or before the due date marked on the due-date-slip in the book. If the borrower fails to return the book on or before the due date, overdue charge shall be realized from the borrower.

## 4. Over dues and Fines

Over dues shall be charged from the members @ Rs. 1/- per book per day, if they fail to return the books on or before the due date.

## 5. Book Bank

Undergraduate, postgraduate and Ph.D. students are entitled to borrow books from the Book Bank against nominal rental charges @ Rs. 5/- per book for six months.

## 6. Loss of Books

A book lost by the member shall be replaced either with latest edition or the current price of the book shall be charged. Indian edition book shall be replaced by the Indian edition book and the foreign book by the foreign edition book.

## 7. Damage to Books

The University Librarian shall be competent to impose penalties if any member is found guilty of damaging/mutilating/defacing/disfiguring the book and other reading materials. The current cost of the book shall be realized, if the book is defaced/ disfigured.

## 8. Access to Books

The Library follows an "Open Access System". The members shall have the privilege of free access to books with restriction on certain books.

## 9. No Dues Certificate

All students and staff members of the University shall obtain "No Dues Certificate" from the Library before leaving the University. Recovery of all the books shall be ensured before issuing "No Dues Certificate".

## 10. Discipline and Guidelines

- a) All the members shall maintain proper discipline within the Library premises, and strictly follow the Library rules.
- b) Mobile phones shall be either switch off or in a silence mode.
- c) Smoking, spitting etc. in the Library premises is strictly prohibited.
- d) Combustible material such as matchbox, lighter etc. shall not be allowed to be taken inside the Library.
- e) The books, current journals, back volumes etc. taken out from the racks shall not be replaced, left only on the tables.
- f) Library privileges shall be withdrawn from the member, if damages to the Library property. In cases of serious damage to the Library property, a heavy penalty shall be imposed/other disciplinary action taken.