

## **RULES AND REGULATIONS OF LIBRARY**

- Students are strictly instructed to show your ID card to Gate Register Scanner before while entering and exit in Library compulsory.
- Library membership cards are not transferable and must be produced whenever requested by Library staff.
- The Library will be kept open on all working days between 09:30 am to 05.30pm.
- Library books and documents must be treated with honour, so that it is prohibited to underline, write notes or pull out pages there from.
- The library will not be held responsible for the loss of any personal belongings of users.
- Identity Card is compulsory for getting access to the library.
- Students on receiving the books should check their physical condition, as they are held responsible for any damage found later.
- Misbehavior in the library is strictly prohibited.
- Users are requested to co-operate in maintaining conducive atmosphere to study, many of the reading materials possessed by this library are very precious, rare and also irreplaceable. Please handle them with utmost care.
- Please do not eat in the Library.
- The library books/Journals are not to be spoilt with an underlining, or scribbling on pages. Defaulters will be fined heavily equal to the cost of replacing of the books.
- Show the book at the checkpoint before taking out the issued books.
- Periodicals, Dictionary, Encyclopedia, Project Reports, Reference sources are to be referred in the library.
- Loss of books, if any, should be reported to the librarian immediately and it should be replaced with a new copy.
- After exam he/she shall return to library all the books without fail.
- No body will be allowed to take any belongings (Bags, Jackets, and own Books, etc) except sheets of paper or pocket note book into the Books and reference section.
- One book in the closed cupboards are issued on production of Identity Cards. After reading, books should be returned immediately and identity card is to be collected promptly.
- Books will be issued for the period of 20 days on ID Card.
- Please do not eat in the Library.
- Books and Journals are not issued on the slips, chits or on phone calls.
- Absolute silence must be maintained in the reading room, any attempt by any reader to disturb or distract the attention of other readers is strictly prohibited.
- Double the cost of Book/Journal etc will be recovered from students who have involved in mutilation/tearing of pages and missing it etc.
- Books are to be returned on or before the due date otherwise fine will be levied.
- For further help consult Librarian.

Dr.Praveen Hulloli  
Librarian & HOD