

## Library Rules and Regulations:

1. All the patrons and outsiders entering the Library shall deposit their bags and other belongings at the entrance. Do **not to leave any valuables at the Entrance.**
2. Library is not responsible for any loss of personal belongings. All files, books and notebooks must be presented to the **security guard** at the checkpoint for inspection while leaving the Library. **Library does not permit any exception in the observance of this rule.**
3. Identity Card is compulsory for getting access to the library.
4. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself. *Please remember that a book misplaced is a book lost.*
5. The newspaper(s) should be folded properly after reading and returned back to the designated place.
6. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
7. *All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.*
8. The book/s should be handed over to the security guard at the checkpoint before taking out the issued book/s.

9. Students are advised **not to issue Books to others on their names**.
  
10. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence.
  
11. Smoking is not permitted in the Library.
  
12. All users are requested to keep their **mobiles switched off or in silent mode** in the Library.
  
13. Beverages and Eatables are not allowed inside the library.
  
14. No visitor or guest is permitted to use the Library without the prior permission of the Librarian. He/She is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached. A fee of Rs.15/- per day is charged for a visitor who wishes to use the Library facility.
  
15. No photograph of the Library shall be taken without the prior permission of the Librarian.
  
16. Library reserves the right to call back any issued book/item at any time.