
RULES AND REGULATIONS

SERVICE HOURS

- Library Opening Hours: 8am to 8pm on all days.
- Issue / Return Timings (Circulation Desk) : 10am to 1pm and 2pm to 5pm on all working days.
- No issue & return transactions on Saturdays, Sundays & other holidays.

MEMBERSHIP

- All students, faculty members and staff of the institute are entitled to register as members of the library and to use the facilities & services offered for the purpose of their academic, research and administrative work. Use of library facilities and services implies acceptance of its rules and procedures.
- Borrowing of reading materials facility is available to the faculty, researchers, students and staff of the Institute. The registration to use the library facility and services is automatic for the faculty and staff on joining the institute and for students on registration for the courses.

CIRCULATION POLICY

- **Borrowing Privileges**
 - Students - 3 books for 15 days
 - Ph. D Students - 5 books for 30 days
 - Faculty - 25 books for 365 days
 - Visiting Faculty - 5 books for 90 days
 - Adjunct Faculty - 5 books for 90 days
 - All other staff - 3 books for 30 days
- **Late Fee.**
 - Rs.1/- per day per book for 7 days after due date.
 - Rs.2/- per day per book from 8-14 days after due date.
 - Rs.5/ per day per book after 14 days from the due date.
- All books need to be returned for physical verification once a year irrespective of the date of issue and category of users. Dates for physical verification will be announced two weeks in advance.
- Library reading materials will be issued only if borrower shows the identity card at the Circulation Desk.
- Documents marked as "Reference Copy" are to be consulted within the library premises.

-
- **Materials issued out from the library are to be returned at the Circulation Desk only during its working hours before the due date.**
 - A document issued may be renewed provided there is no pending reservation against it.
 - Borrower should bring the material physically to the library for renewal.
 - No user is eligible to borrow documents from the library on someone's behalf.
 - No material from the library should be taken out without proper issue. Any type of violation may lead to a disciplinary action.
 - Faculty and staff going on long leave, deputation, study leave, or extraordinary leave will have to return all borrowed materials before leaving the institute.
 - Members are held responsible for all items issued on their name, until they are returned to the library.
 - The Lost or mutilated book should be brought to the notice of library staff immediately.
 - If an issued book is lost / damaged, it is to be either replaced with latest edition or compensated by double the original cost at the prevailing exchange rate. Refunding compensation money may not be possible if book lost is found later.
 - The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the library facilities / materials.
 - Before issuing a document a user should bring to the notice of the library staff mutilations if any. The staff shall make an official record of such observations before checking out the document.
 - Visitor or guest member from other academic or research institute is allowed to use the library only for a short period with the prior permission from the Deputy Librarian. Guest member is required to produce proof of identification. No borrowing facility is available to the visitors.

GENERAL RULES

- **Books issued should not be brought to the library except for returning.**
- **Personal Books and Printed Materials are not allowed to bring inside the library.**
- Use of mobiles are strictly prohibited.
- Students can recommend a book for purchase only through a faculty member.

PHOTOCOPY / PRINTING

- Students can avail photocopy and printing facility @ 50 paisa per page at a maximum limit of 200 pages per day.