
RULES AND REGULATIONS

SERVICE HOURS

- Library Opening Hours: 8am to 11pm on all days including holidays.
- Issue / Return Timings (Circulation Desk): 8am to 11pm on all days including holidays.

MEMBERSHIP

- All students, faculty members and staff of the institute are eligible for the membership of the institute library for using its facilities and 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.
- Visitor or guest member from academic or research institute is allowed to use the library for a short period of time only with the prior permission from the Deputy Librarian. No borrowing facility is available to the visitors. Guest member is required to produce proof of identification.

CIRCULATION POLICY

- Documents marked as "Reference Copy" are to be consulted within the library premises.
- Books issued should not be brought to the library except for check-in or renewal.
- 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 else's behalf.
- No material from the library should be taken out without proper issue. Any type of violation may lead to a disciplinary action.
- Handle the library material with utmost care.
- Faculty and staff going on long leave, deputation, study leave, or extraordinary leave will have to return all borrowed materials before leaving the institute.
- All books need to be returned for physical verification irrespective of the date of issue and category of users. Dates for physical verification will be announced two weeks in advance.
- Members are held responsible for all items issued on their name, until they are returned to the library.
- Before issuing a document 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.

- The Lost / mutilated / spoiled book should be brought to the notice of library staff immediately. If an issued book is lost / mutilated / spoiled, 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. If the lost book is part of a set or series they may be called upon to replace the whole set or series. In case of the lost book is untraceable in market or out of print Library committee reserves the right to decide appropriate penalty.
- Issued book may be recalled anytime before the due date if there is genuine urgent requirement by another member.
- The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the library facilities / materials.

PHOTOCOPY / PRINTING

- Students can avail photocopy and printing facility @ INR 1 per page to maximum limit of 200 pages per day.

IMPORTANT RULES

- Always carry Institute ID-Card while using the library and must be produced whenever asked for.
- No material from the library should be taken out without proper issuing / recording. Any type of violation may lead to disciplinary action.
- Books issued should not be brought to the library except for check-in or renewal.
- Documents taken out of the shelves must be kept on the reading tables. Replacing the documents on the shelves by users is not encouraged as the documents may get misplaced.
- User computers and touch screens kept in the library should be used only for searching OPAC / downloading scholarly information / taking print outs.
- Maintain atmosphere of dignity, peace and silence in the library.
- Personal printed materials in the form of books are not allowed to bring inside the library.
- Keep your personal belongings at the Property Counter.
- Audible use of mobile phones, smoking, food and drinks are not allowed in the library.