

LIBRARY RULES

- The library being a place for individual study and research, members are requested to maintain an atmosphere of dignity, peace, and silence within the library premises.
- Members are requested to handle the library reading materials with utmost care. Mutilation, writing, scribbling, marking, cutting pages will be severely dealt with.
- Use of personal stereos, music sets and mobile phones in the library is not permitted.
- The audible use of mobile phones is not permitted in the library premises.
- Smoking, food, and drinks are not allowed in the library.
- Users are requested to bring their ID card issued by the Institute while coming to the library. The ID card is a must for borrowing Library materials and is not transferable.
- Entry to the Library is restricted to the Bonafide members only.
- All members are requested to keep their personal belongings at the Property counter at their own risks. Library is not responsible for loss or damage.
- The borrowers are requested to check the books & other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.
- No books in damaged conditions will be accepted from the borrowers. Mutilated or spoiled books may have to be replaced by the borrower.
- The borrowing facility can be restricted or suspended in case of misbehaviour or misuse of the library facilities/materials.
- Members are held responsible for all items issued on their name, until they are returned by the respective members to the library.
- Faculty and staff going on long leave, with or without salary, deputation, study leave, or extraordinary leave will have to return all borrowed materials before leaving the institute.
- No material from the library should be taken out without proper issuing/ recording. Any type of violation may lead to a disciplinary action.