

# GENERAL LIBRARY RULES

- Every member must sign the register available at the entrance.
- Strict silence and discipline must be maintained in the library.
- Users should not deface, cut, mutilate/damage library materials (including documents) in any form. If found guilty, users will be double the cost of that particular material.
- Newspaper and magazines must be read only in the library on specific tables and should not be taken to any other reading areas.
- Personal books/bags in the library will not be allowed.
- The library card is not transferable and its loss must immediately be reported to the library, user will be held responsible for misuse of his/her library card.
- Members are free to browse the books in the library and the books taken out of the shelves should be left on the reading tables.
- No circulation will take place from the reference section.
- Defaulters, in case of delay after the permissible period of loan, the defaulters will not be issued any publication till they clear the past account of the library.
- A maximum of 3 books will be issued to a student for a week from the date of issue.
- A fine of RS. 2 per day/per book will be levied/charged for delay of books.
- On completion of course. Library cards should be deposited to the library to obtain “No Dues certificate”.