

## USER GUIDELINES

- Students and staff have to sign the gate register kept at the Check Point while entering the Library.
- The Students are not allowed to the Library with their personal belongings or bags except plain paper to take notes.
- The Library is open from 09:00 A.M. to 05:00 P.M. on all college working days. The library is closed on all Public holidays.
- Students, ID card should be produced at the time of issue/return/renew of books.
- Personal books, printed materials and photocopy materials are not allowed inside the library. Mobile phones are not allowed inside the library.
- Students/Staff member should get the book duly issue/return/renew at the circulation counter and collect them in person. Reference material will not be issued.
- Underline, marking and tearing are strictly prohibited in the books.
- The borrowing facility can be withdrawn or restricted in case of misconduct by any user.
- A borrower who has not returned books issued to him/her after the due date is required to pay the overdue charges Rs.1.00 per day.
- If book issued to borrowers is lost, it should be immediately reported to the library.
- The borrower is required to replace the lost book with a new one with the same title along with a fine. In case the book is not possible to be replaced, one has to pay two times for the price of the lost book.
- Readers should not put books back into the shelves once taken out for consultation and should leave on the reading tables.
- Keep the Library premises clean and tidy
- No-Dues Certificate will not be issued unless the student returns all the books borrowed from the Central Library.
- Show the documents which are being taken out of the library, to the staff at the check point.
- Contact the staff on duty/ section staff for any queries.