

Rules for Book Loans to Students

- ❖ UG Students can borrow 5 books, PG Students can borrow 10 books & Moot Team can borrow 15 books for the period of 14 days and Ph.D. students can take five books for the period of one month at a time against their Identity Card. Books will be renewed once only if there is no reservation for it.
- ❖ Students will have to return the borrowed books on time. The overdue charge is Rs.2/- per day. Dues if any, must clear on the spot. Library Issue/Return counter will be open from 9.00 am to 8.45 pm.
- ❖ Students can issue on reference book for overnight period (Overdue Charge Rs. 100/- per day per book) and two back dated issues of general magazine for two days (Overdue Charge per day Rs. 5/- per magazine).
- ❖ If any student's card is lost, he/she has to report to the Librarian immediately so the operation of his/her account can be stopped until he/she gets new.
- ❖ Before borrowing the book, please verify the physical condition of the books. If you find physical condition of the book is not good, please inform to the Library staff immediately.
- ❖ Borrower will be responsible for any damage found while returning books.
- ❖ If students are going on Short-term Industrial visit, internship or project, they have to maintain the schedule of returning the books. This rule can be relaxed on the recommendation of the HOD.
- ❖ If any student caught, stealing books or tearing pages will have to pay the entire cost of the book plus Rs.500/-. And Library account will be suspended for two months in addition to the disciplinary action to be initiated.
- ❖ If any book lost by student, which is not available in the market, he/she is required to pay three times of the original cost. The A/c has to be cleared within two weeks at least.
- ❖ If any student misplaces/loses any complimentary copy, the HOD will decide the amount to be paid by student after consulting the subject expert
- ❖ It will be the sole responsibility of the borrower to preserve the book and return to the Library, however if borrower loses/or misplaces the book, he/she has to report to the Librarian on the same day and clear his/her Library account by replacing the book within a week. If he/she fails to do so, with the cost of the book and overdue will be recovered from the student.
- ❖ If students disobey Library rules, Identity Card will be collected, reported to the Head of the Institution for initiating disciplinary action.
- ❖ Library Resources like reference books, periodicals, bound volumes, standards, CD's, audio/video cassettes are to be referred within library premises.

Book/Item Reservation facility for Students

- ❖ User can reserve book from their library account through library OPAC.
- ❖ Only checked out (Issued) books can be reserved through your library account of Library Software
- ❖ User can reserve and cancel any title.
- ❖ For making reservation, click on place hold icon.
- ❖ Books can be collected within a two days after arriving mail.
- ❖ If you do not collect books within said period, reservation may be treated as cancelled.

General Guidelines for the Library Users

- ❖ Silence should be maintained in the Library Premises.
- ❖ Use of Mobile Phone is prohibited in the Library.
- ❖ Put Library books properly on its place / on the table.
- ❖ Handle the library Materials gently.
- ❖ Do not spoil/damage the Library Materials.
- ❖ Follow the library rules and procedures.
- ❖ Do not bring your own Reading Materials, Notebooks, CDs, DVDs and Issued Books inside the Library.
- ❖ Frequent defaulting of the above rules will lead to termination of Library Membership.
- ❖ Contact Library staff anytime if you face any problem.
- ❖ Give suggestions to improve the Library Services.

Book Bank

- ❖ The book bank facility will be given to the 10 % students of the total strength of each class on the basis of the income of their parents and the ceiling of the same will be Rs.6.00 lakhs per annum.
- ❖ Depending upon the availability of the sets of books the priority will be given to the students on the merit of last examination.
- ❖ The students will not be eligible for Book Bank Facility, who fails in the Semester End Examination.
- ❖ 10% of the book value (set of textbooks) is to be taken as maintenance charges from all the categories of students, who are selected for the Book Bank Facility.
- ❖ All students who are availing the facility must ensure returning the entire set of books provided to them within two days of completion of their final examination in the concerned semester/Term.
- ❖ The overdue charge is Rs.2/- per day per book.
- ❖ If any student availing the facility loses the book / damages the book / disfigures the book, he / she shall replace the volume(s) with new books (Or pay the current cost of the book plus fine, if any, as may be directed by authority).
- ❖ The cost of this application form is Rs.10/-.

Suggestions/Recommendations

- ❖ You are welcome to give suggestion for the improvement of the library services and collection.
- ❖ You are free to give your valuable suggestion to us.
- ❖ Library suggestion register available at the library check counter.
- ❖ You may see the status of your suggestion at the library notice board / in the suggestion register.