

RULES OF THE LIBRARY

- Books are issued to the members for 15 days only but may be extended for further 15 days.
- Re-issue of the books/Journals will be done only when the Book/Journal is actually bought to the library.
- Readers will be issued the books only in their cards. No book will be issued in other reader's cards.
- Membership cards are non-transferable. The members are responsible for their safekeeping.
- Reference materials like Dictionaries, Directories, Thesis, Summer Placement Reports, New Journals, Newsmagazines, Newspapers, Newsletters and New books on display will not be issued.
- All losses of library books should be reported to the Library In-charge immediately in writing. If any book of a set is damaged or lost, the user concerned shall be liable to replace the whole set.
- All books on loan shall be returned on expiring of a stipulated period.
- Readers are responsible for any damage and loss of books or other items issued. They will be required to bear all costs associated with repair / replacement of such items. If the book is lost and it is out of print, then user has to pay the amount of the book plus 20%- service charges per book.
- The library staffs at the issue counter are authorized to examine all materials brought into and taken out of the library by the members.
- Return of all library cards and books is required for cancellation the membership.
- Silence shall be strictly observed in the library.
- Spitting, smoking, napping, drinking tea and edibles and such behavior and also mobile phones, which may disturb other users, are strictly prohibited inside the library.
- No user is allowed to write damage or make any mark on any book belonging to the Library.
- Books removed from the shelves should be left on the study table and no effort shall be made to replace these books.
- Readers entering the library shall keep their personal belonging such as books, bags, etc. at the steel rack lying near the loan counter. Only notebooks are allowed inside the library.
- The library is kept open almost throughout the year except on a few public holidays when it remains closed.
- A member who has lost a ticket shall make a written report of the same to the Library In-charge.