

## **Circulation Rules**

### **General Policies :-**

- The Library shall remain open on all working days from 10:30 am to 5:30 pm. The issue counter shall be open on 10.30 am and closed an hour before the closing of the Library.
- The students shall maintain proper decorum and silence inside the library and its vicinity. Violating this, Rs. 100 will be charged as a fine and library cards will be cancelled.
- Make sure that you have an Identity Card/Library Card while entering the library.
- To get enrolled as a library member, student shall fill up and sign enrolment form. He/She shall get it recommended from the Principal/Director of the institution.
- The students shall be authorized to draw three books from the library at a time for One week only.
- All the books on loan shall be returned on or before the due date otherwise on overdue charge will be levied as per the following order
  - a. Rs.2/-per day for the first week.
  - b. Rs 5/- for the remaining period.
  - c. There will be no fine, if the Due Date of Book(s) falls in Holiday(s) /Final Exams (excluding reappear) and books are being returned during Holiday(s)/Final Exams. If books are returned after Holiday(s)/Final Exams then the following conditions will be applied.
  - d. If the Due Date of Book(s) falls before the Holiday(s)/Final Exams and between the Holiday(S) final Exams, and the book(s) is/are being returned after Holidays/final Exams then the fine will be charged from the Due Date to till the date of returning of Book (s).
  - e. If the Due Date of Book(s) falls before the Final Exams, and the book(s) is/are being returned in between the Final Exams then the fine will be charged from the Due Date to till the date of returning of Book(s).
- Books shall be issued to the students on their library card only, if any student found missing card of other student, Membership will be cancelled.
- The librarian may recall any book, if so needed.
- Ordinarily, the book(s) (in demand) will not be re-issued.
- The students must satisfy themselves about the physical condition of the book before borrowing otherwise, he/she shall be held responsible for damaging the books or tearing

away pages or disfiguring and scribbling on books and may be required to replace the book or pay its price as per rules.

- No personal belongings are allowed inside the library like bags, purse, helmet, personal books etc the same may be kept at the property counter near the library entrance at their own risk.
- While entering the library you must keep your mobile on vibration mode.
- Every student is required to sign in the gate entry register, it shall be kept at the entrance of the library.
- A member who loses the card(s) shall make a written report to the librarian. A duplicate card shall be issued on the payment of Rs.20/- per card (Bar Coded Card @50/-)
- In case of loss of book, the student should report this to the librarian without any delay and is being required to replace the book or pay it's double price plus cost of processing (its 100/-Rs). Current issue of Magazines/ Periodicals and bound Volume of Magazines/ Periodicals will not be issued to borrower. However they may be allowed to draw them for one night only.
- If a Member leaves or migrates the Institution he/she shall have to return all the library material and get Membership cancelled to obtain no dues slip from the librarian.

#### **General Library Rules (For Staff):**

- The Library shall remain open on all working days from 10:30 am to 05:30 pm. The issue counter shall be closed half an hour before the closing of the Library.
- The member shall maintain proper decorum and silence inside the library and its vicinity.
- The following are entitled to enrol themselves as members.
  - Teachers of the concerned institute/college.
  - Administrative staff of the concerned institute/college.
- The members (Faculty/Teachers/HODs) shall be authorized to draw six books from the library at a time. Except those members, who hasn't completed one year of their service in this institute are entitled to draw only Three Books or as per the instructions of higher authorities.
- The member (NonTeaching/Programmers/Lab Technician/Instructor) shall be authorized to draw Three books from the library at a time or as per the instructions of higher authorities.
- Each book shall be issued to teachers for one Semester only.

- All the books on loan shall be returned on or before the due date otherwise an overdue charge will be levied as Rs.5/- per day.
- The librarian may recall any book, if so needed.
- Ordinarily, the books in demand will not be re-issued.
- Members must satisfy themselves about the physical condition of the book before borrowing otherwise, he/she shall be held responsible for damaging the books or tearing away pages or disfiguring and scribbling on books and may be required to replace the book or pay its price as per rules.
- No personal belongings are allowed inside the library likes bags, purse, helmets, personal belongings, books etc. the same may be kept at the property counter near the library entrance at their own risk.
- While entering the library you must keep your mobile on vibration mode.
- Every member is required to sign in the gate entry register, it shall be kept at the entrance of the library.
- In case of loss of book, the borrower should report this to the librarian without any delay and being required to replace the book or pay it's double price plus cost of processing (Rs. 100/-)
- Reference books, Reserved books, Current issue of Magazines/ Periodicals and bound Volume of Magazines/ Periodicals will not be issued to borrower. However they may be allowed to draw them for one night only.
- If a Member leaves or migrates the Institution he/she shall have to return all the library material and get Membership cancelled to obtain no dues slip from the librarian.