



- ✓ Don't try to dislocate / damage/ tear pages from the book, because you are under strict surveillance.
- ✓ Bags, personal belongings and books borrowed from other libraries must not be brought inside the library. These must be kept at the property counter.
- ✓ Library does not accept any responsibility for loss or damage to personal property left on its premises.
- ✓ While leaving the library, members are required to show their files, file covers, books etc. to the Library Staff on duty at the check – point.
- ✓ Eating, sleeping and smoking are not allowed in the Library.
- ✓ Readers should observe strict silence and switch off their Mobile – Phones in the Library premises.
- ✓ Each student is required to submit one stamp size photograph for use in the Lib/ID card.
- ✓ Make sure you have provided the correct email address and mobile number while filling your library membership form.
- ✓ This IDENTITY cum LIBRARY CARD is non-transferrable. In case of loss of Library Card, immediately report to the Library staff so that your membership is temporarily blocked to prevent misuse of the Library Card. Once you get a replacement, please inform circulation staff so that your membership can be re-activated.
- ✓ A Student should always carry this card on his person while in the library or in college. He should produce it on demand by the library staff/college staff.

- ✓ Number of books issued to a student of Graduate classes and Post Graduate classes is three and period of retention of books allowed in each case is 21days. Fine as per rules will be charged for the late return of books after the due date.
- ✓ Do not write, underline or mark any book. Library books are carefully examined on return and the borrower will be held responsible for the damage.
- ✓ Reference Books and Magazines are available for consultation only in the Library.
- ✓ Loss of the book should be immediately reported to the librarian and the matter settled by replacing the book or paying its prices within a week of due date. Delay fine, however, will be charged up to the date the matter is settled.
- ✓ The damage, if any, to a book should be brought to the notice of the librarian before getting the books issued, otherwise the person returning it will be held responsible for the damage.
- ✓ The student will be responsible for any loss which the library may suffer due to loss or misuse of the library/Id card.
- ✓ After reading, leave books on the table. Please do not shelve the books.
- ✓ Ask for help from library staff if you are unable to find your required material

