

DO'S AND DON'TS OF CENTRAL LIBRARY

- Enter your name and sign in the register kept at the entrance counter before entering to the library
- No personal belongings allowed inside the library. They need to be kept in racks at the entrance door.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- Use of **Mobile phones** and audio instruments with or without speaker or headphone are strictly prohibited in the library premises.
- You must have your identity card with you to check out items; no items will be checked out to you without your library card.
- Only **two books** are allowed on library card for **15 days**.
- Identity cards are not transferable and should not be used by anyone other than yourself. The borrower is responsible for the books borrowed on his/her card.
- Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
- Students are required to handle the books/any library materials very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the librarian at the time of issue.
- Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged **Rs. 1** per day on per book/material for the delayed period.
- If the books are lost, then the borrower shall replace the books of the same edition or latest edition or in case the book is not available then the student need to pay **Two time cost** of the book after getting permission from the librarian.
- Students should not sit in the library when regular classes are going on.
- Students are supported to manage decorum of the library.
- No discussion are allowed in the library.