

LIBRARY RULES AND REGULATIONS

- (1) Only registered members are allowed to use the library. Members should always bring their membership cards while using the library.**
- (2) Two books are issued for first-year students, while three books are issued for students who have completed their first year, each for a period of 15 days.**
- (3) If the 15th day falls on a Sunday or holiday, the book should be returned on the next working day without fail.**
- (4) A student can reissue a book a maximum of two (2) times.**
- (5) A book may be reissued for a second time immediately after its return if the Librarian is satisfied that it is not requested by others.**
- (6) No books will be issued during vacations.**
- (7) Teaching staff can borrow up to 10 books at a time for a period of 15 days**
- (8) Non-teaching staff can borrow up to 5 books at a time for a period of 15 days**
- (9) Any lost, damaged, or mutilated book must be replaced by the borrower responsible for it. If the book is part of a set or series and the volume cannot be obtained individually, the entire set or series must be replaced at the borrower's cost. If the lost book is rare or irreplaceable, the borrower must pay the current published price of the book.**
- (10) In case of a lost or destroyed library card, a duplicate card may be issued upon payment of Rs. 2/-**
- (11) A library clearance certificate will be issued only after the submission of the library cards to the librarian.**
- (12) A borrower may be exempted from the provisions of any of the above rules only with written permission from the principal.**
- (13) Rules may be changed as and when necessary, by the authorities.**
- (14) Students must store their belongings at the Bag Counter before entering the Stack Area & Reading Room.**
- (15) General Reference Books (e.g., dictionaries, encyclopaedias), Subject Reference Books, Periodicals, etc. are not allowed to be taken out for home use.**

WORKING HOURS OF CENTRAL LIBRARY

For Home Issue of Books:	10.30 AM – 4.30 PM (Weekdays) 10.30 AM – 1.30 PM (Saturday)
For Return of Books:	Same as above
Reading Room:	10 AM – 5 PM (Weekdays) 10 AM – 2 PM (Saturday)