

RULES

- The users enter after swiping their ID card in the entry machine kept at the security counter. Similarly, when they leave the library, the leaving time should also be entered in the gate entry register
- Silence must be observed inside the library and loud talking is prohibited in all parts of the library. As the library is the place of individual study and research, members should conduct themselves in such a way so as to maintain an atmosphere conducive to this
- Use of mobile phone inside the library is not permitted. Photography/videography inside the library is prohibited generally
- Books should be handled with care. Marking on books is most objectionable and may lead to cancellation of membership privileges
- Our Library is following open access system and hence the members have the privilege of direct access to books
- After use, the book may be left on the nearest table and the same will be shelved by the library staff
- Members utilizing the internet browsing facilities only for academic purpose, should enter the member number, name, login time and logout time in the register kept for this purpose in the respective section
- For better use of the Library, members can seek the help of the Library staff. Any infringement of the above will render the privilege of admission to the library and borrowing of books from the library liable to forfeiture

EXPECTATION

- Maintain discipline in the library and form queues at circulation counter
- Carry ID Cards at all times & produce them on demand
- Pay attention to the library notice board
- Discourage friends from other colleges
- Show the documents which are being taken out of the library to the staff at the check point
- Contact the staff on duty for any queries
- Keep the Library premises tidy

DON'TS

- Move books/journals, chairs/tables from their place
- Replace the material. Please remember the document misplaced is document lost
- Write in a book/journal and on the library document
- Give ID cards to others