

GENERAL RULES OF THE LIBRARY

1. Every User who enters the University Library shall sign the Gate Register at the entrance of the Library and they have to fill their particulars as requested.
2. Users are not allowed to bring their bags, Money, Pass Books, Mobiles, Laptops or any other valuable goods inside the Library. They have to keep their belongings at the property counter.
3. While browsing books, no book should be replaced by the user on the stack themselves.
4. Books once picked out from the stack should be left in the reading table only.
5. All users are required to show all items to the security officer before leaving the library.
6. Out Side Books and other reading materials are not allowed inside the library.
7. Use of mobile phones is strictly prohibited within the Library premises.
8. The physical condition of the book should be checked while checking out. Mutilation of pages if found is to be brought to the notice of the circulation in -charge otherwise the borrower himself / herself shall be responsible for mutilation of the book if detected afterwards.
9. All users are required to show their college IDs to the security officer upon entrance to the library.
10. No library equipment may be moved, modified or tampered without permission from the librarian
11. Seats in the library may not be reserved
12. Use of sound equipment's like radios, Walkman's, cell phones etc. is strictly prohibited in the library and its environs
13. Group discussions are only allowed in the discussion room and the noise must be kept to a minimum and should not disturb any other user in the library
14. Good decorum order must be observed in the library at all times for example placing of feet on the furniture, eating and drinking, spitting, sleeping etc. will not be allowed
15. Any type of loss of or damage to books must be reported to the Librarian immediately.
16. Underlining, marking, folding of pages, etc in the book is strictly prohibited.
17. The Readers shall keep absolute silence inside the library premises.
18. Conversation and any other type of behavior likely to disturb or cause inconvenience to the other users must be avoided in the reading area.
19. The readers shall behave in a civilized manner. The Librarian may expel any person if the presence of such a person is liable to create law and order situation.
20. The readers are liable for punishment and fine if they either misbehave or damage the books or any other property of the library.
21. If a member does not pay off the library dues, the privileges of borrowing books may be suspended till he deposits the requisite amount.
22. Readers are requested to let the guard check the issued books.
23. Token for bag will be issued only for library use hour.
24. Library staffs will not be responsible for things left inside the library hall.

25. **Watching movies or videos, Playing games, and eating any items are strictly prohibited. If found anyone, they will be removed from the cabin.**
26. **Reference Books, illustrated and rare books, special books, multi-volume Collections, serial publications and periodicals will not be issued out.**
27. **Please keep your mobile in silence / off mode.**
28. **No un-authorized outsiders or visitors will be allowed inside or to avail of the library facilities.**
29. **Users are requested not to have discussions in the Reading Room as the resonance is very high and is distracting to those trying to study or read.**
30. **Under special circumstances, the Librarian / Library staffs may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.**
31. **The Library may accept donation of manuscripts, books, periodicals etc., from the donors. Such donations once accepted will become the absolute property of the University.**
32. **No member of the Library Staff shall be responsible for the loss / theft / damage to the personal property of a member / borrower who shall be expected to take care of their belongings**
33. **Library Tickets are not Transferable.**
34. **University Librarian shall be vested with the powers to restrict or suspend the library privileges of any member / user contravening / violating any of the rules / regulations of the Library at any time.**
35. **Books should be handled with care.**
36. **Capturing/reserving seats for friends/future use is strictly prohibited.**
37. **Outsiders/Students from affiliated colleges can visit the library only then they have to get prior permission from the Registrar along with the letter.**

GENERAL RULES FOR ACCESSING INTERNET LAB/DIGITAL LAB

- Every user who enters the Internet Lab shall sign the Internet Gate Register at the entrance of the Internet Lab.
- Internet Lab in the library premises should be used for academic purpose only.
- Online chatting, browsing of social networking sites and playing games on computers is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Readers must carry their Library Membership card while using the Digital Library.
- Readers are not allowed to share their Internet Access User ID and Password with other students.
- Changing the setting and display of the computers kept in the Library is not permitted. If anyone is found they are liable and strict action will be taken against him/her.
- Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- Only one student/person is allowed to access one computer. Personal Key Board, Mouse, etc., are not allowed inside the library.
- Students should not use Pen Drive, CD/DVD ROM's, USB's or any other devices inside the Internet Lab.