

LOST

Library Rules and Regulations

Every member is required to abide by the library rules and regulations laid down herein as below and those that will be laid down by the authorities from time to time.

1. Book issuing counter will be open only on the office working days and hours.
2. The renewal of books shall be only two consecutive times, failing which a fine will be imposed as per the clause at Sr. No. 5 below.
3. Reference and costly book will not be issued and are meant only for reading in library premises on the presentation of Identity card
4. while entering the university library /reading room every student must have to possess his/her identity card and shall produce for verification as and when asked by the library staff
5. A fine of Rs. 1/- per day per book will be charged, if the book/s is /are not returned, in due date.
6. In Case a book/s issued by library to a member is/are misplaced or lost; a sum of equivalent to 150% of the price of book/s will be recovered from a member.
7. If it is found that the book/s is/are carelessly handled and/or the pages of the book/s are misplaced / torn off, the member will be forefitted.
8. The library computer terminals (OPAC / Internet Lab) should be used with care. If any member is found to misuse the computer terminal, the membership of the concerned will be suspended forthwith.
9. Only for staff: The book/s issued to the teaching staff should be returned within the period of two months from the date of issue and whole record of issued books should be cleared at the end of academic year. Periodicals will not be issued.
10. The Identity Card is to be submitted to Library/Department to get it cancelled after finishing the final and annual examinations.
11. The Identity card holder i.e. student/teacher/non teacher will be responsible for the misuse of Identity card.
12. The above rules are subject to change without notice as per University orders, if any.

Declaration

I the undersigned, hereby declare that I have read and understood the above rules and regulations and I undertake to abide by same.

Date: / /20

Signature of Staff/Student