

GENERAL RULES

- Library Hours: 9.00am to 5.00pm
- Strict silence, decorum and discipline must be maintained in the library.
- Use of mobile phones is strictly prohibited in the library premises.
- Every member must sign the register available at the entrance.
- Students have to bear the identity card for entering the library.
- Books will be issued to only individuals and not to groups or areas.
- Newspapers and Magazines must be read only in the library on specific tables and should not be taken to any other reading areas.
- Eatables in the library will not be allowed.
- The library card is not transferable and its loss must immediately be reported to the library. User will be held responsible for misuse of his/her library card.
- Any change of address may please be intimated to the library in written.
- For misplaced books, publications etc. charges will be applicable
- Members are free to browse the books in the library and the books taken out of the shelves should not be left on the reading tables.

- Readers should maintained strict silence inside the Library.
- Library membership card is non-transferable.
- Personal belongings like bags (laptop, shoulder, sling), umbrellas, etc. should be deposited at the counter against a token. These are not allowed inside the library.
- In case the token is lost, the deposited article may be claimed with proper identification after producing a written request.
- Readers are advised not to leave their valuable items like money, passport, credit card etc. at the counter.
- Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
- Readers should not talk or discuss as they may disturb other readers.
- Users should not rest or keep their feet on tables, chairs, shelves, etc.
- The library shall not be responsible for any loss or damage of the personal belongings of the users.
- Library staff shall not transmit telephone calls or other personal messages to the readers.