

LIBRARY RULES

Central Library has a good collection of textbooks, reference books, national and International Journals, e- Journals, back volume, CDs, DVDs and Videos. Apart from this, every department has its own department library.

1. Central Library is open from 8.45 a.m to 7.30 p.m No lunch break on all days expect Sunday and government holidays.
2. Students should return all the library books on the last day of the University Examination in each semester. Otherwise, they have to pay an overdue charge of ₹100/- for each book
3. Misbehavior in the library will lead to cancellation of membership and also initiation of serious disciplinary action
4. A Student is entitled to keep a book for 15 working days from the date of issue. For staff members the period of issue is one semester
5. The Librarian may recall any book at any time even if the normal period of loan has not expired
6. Members may suggest in writing to the librarian about the purchase of any textbook or reference book, which may or may not be available in the library or for which the number of copies may not be sufficient
7. Personal belongings should be left in the property rack at the entrance of the library before entering the library. However, no valuables must be left in the property counter. Library staff will not be responsible for loss of any valuables
8. Sign the gate register or Scan your ID card kept at the entrance every time you enter and exit from the library. This will help us understand your needs and serve you better
9. Do not bring any books already issued or notebooks, inside the library. Only loose sheets are allowed.
10. Library cards are not transferable. Hence they must not be lent to others for borrowing books from the library
11. You are responsible for the books borrowed upon your card. Any damage to the book or unwanted marking or scribbling found in the book will attract server penalty or total replacement of the book by the borrower.
12. Dictionaries, Encyclopedias, Handbooks, Manuals, Yearbooks and all those books bearing the seal “Reference Only” will not be lent out. These books are meant for reference within the library premises only.
13. DELNET Center and Digital Library are available for accessing databases.
14. DELNET Provides access to various journals, articles and periodicals in science and technology. Abstracts are also provided for some articles. The database is

comprehensive and up to date. Users requiring copies of journal articles and books from different libraries can procure them through the Librarian

15. Internet access facility is also available to staff and students for technical search and purely academic purpose.
16. Online Public accessing Catalogues [OPAC] facilities is available
17. Barcode System has been implemented. Students can borrow books by producing their ID Cards
18. Silence is to be strictly observed in the library
19. The final semester students should return the books to the library for obtaining “ No dues Certificate”
20. Borrowing journals/ reference books/projects reports from the library is not permitted.
21. Borrowers are expected to return the books on or before the due date stamped on the issue label. Books returned after the due date will be charged an overdue charge of ₹1/- per day
22. Books may be returned on all working days. Absence from the institution shall not be an excuse for any delay in returning the books. Books due on a holiday should be returned the next morning and no fine will be collected.
23. Books returned shall not be reissued to the same person on the same day of return.
24. Library books are to be used with utmost care and returned without any damage. Damaged books shall not be accepted.
25. The library is under surveillance with the aid of video cameras.
26. In case of any loss of a book by any student, double the cost of the book will be recovered or the book may be replaced with the latest edition.
27. The Library accepts donations of manuscripts, books and journals etc., which are found useful to the students.
28. Students are not allowed inside the library without their dress code.
29. Usage of mobile phones is not permitted inside the library.

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