

GENERAL INSTRUCTIONS FOR LIBRARY USERS

- Library users' should show ID card to the security personnel engaged at the entrance/gate of Central Library.
- Students must have to do entry in the register while entering the library.
- Students have to keep personal belongings at the property counter with one token tied with the bag and carry the duplicate token along with them. They have to hand over the token to the security personnel before leaving the library.
- If the token is lost by the student, they have to pay a fine of Rs. 50/- as fine.
- Students should not bring personal books/issued books for reading purpose inside the Reading Section area of the library.
- Students can read personal book/books at the Personal Book Reading Section area available at the 1st floor of the library.
- The student must record the check-in/check-out time in the register at gate.
- The students must maintain the discipline/silent/cleanliness inside the library.

INSTRUCTION FOR ISSUE/RETURN OF LIBRARY BOOKS

- Each students can issue/borrow 5 no.s of books from the Circulation Section.
- Students belonging to **SC/ST/OBC/PWD** of B. Tech can additionally issue/ borrow extra 5 no.s of books from the Book Bank Section.
- **Students are instructed not to issue any defective/damage book from the library and at the same time library will not accept any defective/damage book from students.**
- Once a book is issued by a student then its' his/her responsibility to take care of the same until he/she returns the books to the library.
- **Students must have to return library books within 1 week after the completion of their semester examination positively.**
- **If any student fails to return the books within stipulated time, then he/she has to pay a fine of Rs. 1/- per day for per book.**
- **If a student loss a library book, he/she has to pay double price of the lost book with late fee or he/she has to submit new books with the latest edition of the said book.**

Expecting kind co-operation from student fraternity.

Deputy Librarian