Library Policies

1. Users should scan the ID card in E-Gate Register (Placed at the entrance) once they get into the library.

2. The Complete silence, dignity, and decorum should be maintained inside the Library.

3. Access to Library is provided to the students by using the ID card, without which no student will be allowed to enter the Library. In case of loss of card, the student must get a permission letter from the Principal/HOD.

4. All the users should wear their college **ID card with the rope** inside the library all the time.

5. Books borrowed can be retained for 15 days and should be returned to the library on or before the date stamped on the date slip, otherwise a fine of Rs. 1 per day will be collected.

6. A student can keep a book for his use for a period of 14 days for the first time. It can be renewed for another 7 days. Then the book should be returned to library.

7. Users are responsible for all the books borrowed in their account.

8. Books once issued from the Library should not be carried back into the library before discharging the same at the return counter.

9. Only one copy of the same title will be issued to each user.

10. Underlining, scribbling, tearing of pages or any other type of mutilation of books, Magazines, Journals etc., mishandling or misuse of computers will lead to severe action and imposing of fine.

11. If any book is lost by the borrower, the same book has to be replaced with a new book of current edition with the same title, author and publisher.

12. Books, Periodical Back Volumes, Journals, magazines and Projects meant for reference will be issued for overnight use only. No issues will be entertained on the last working day of the week.

13. All the books after usage/reference should be placed back in its original position in the respective shelf.

14. Digital library facility should not be used for any other purpose other than browsing of journals and study materials related to the curriculum.

15. Personal belongings such as books, bags, files etc., should not be brought into the library. Only small pads or loose sheets are allowed to be carried inside the library