



Library Rules & Regulations

Students must come along with their University ID and observe all laid down protocols in and around the library.

☐ **Precautionary Measures**

- No book is to be written in, soiled, torn, cut, or damaged in any way.
- Any defect in or damage to a book prior to borrowing should be reported to the library staff.
- Users must not trace any picture or figure from any book/material.
- Readers and borrowers will be held responsible for any damage to a book in their care and will be required to pay the appropriate cost for such damaged books.
- Borrowers should report at once the loss of any book, and if it is not found, the borrower shall pay for the lost book.



□ General Rules



- Silence is to be observed at all times within the confines of the library. Defacing or destruction of library materials is highly unacceptable.
- Inappropriate display of affection, boisterous behavior, throwing of objects, placing of feet on tables and chairs, smoking and fighting is forbidden in all parts of the library.
- No food or drink is allowed in any part of the library. This includes snacks, toffees, fruits, candies, etc.
- Bags, gowns, raincoats, umbrellas, cameras, scanners, tape recorders, etc., must be deposited with the library staff at the entrance and a tag collected.
- It must be noted that such items are deposited at the owners' own risk and the Library disclaims responsibility for any loss of or damage to any items deposited.
- Firearms and other offensive weapons are not allowed into the Library.
- Pets are not allowed in any part of the Library.
- No seat shall be reserved by or for any reader. Any seat so reserved shall be cleared by the library staff for use by others.
- Failure to return recalled items by the due date may result in fines and or suspension of borrowing privileges.
- The Library staff will inspect any item being taken out of the library.
- Users may not enter staff offices except invited by a staff member.
- All borrowed materials are to be returned three days to the end of the semester.
- Orderly conduct must be maintained at all times in all parts of the library.
- Any library item being taken out of the library must be approved by the librarian.



□ **Offenses & Sanctions**

● **Overdue Penalty**

A user or patron who keeps borrowed books beyond due dates shall pay a fine or have his/her certificate withheld until the book/item is either returned or a replacement fee is paid. As a courtesy to borrowers, the library shall send regular notices on overdue books/items. However, it is the borrower's responsibility to return the items on time, whether or not the notice is received.

● **Failure to settle library obligations**

Failure to settle library obligations such as unpaid library fines or overdue books/items may result in the following penalties:

- Returning students will not be allowed to register.
- Graduating students may not be allowed to receive their certificates or transcripts.
- The library's computer-based circulation system will place a "block" on a user's borrowing privileges.
- As such, library clearance shall be a requisite for registration and collection of certificates, in the case of students; and payment of salaries/allowances in the case of lecturers and staff.

● **Lost / Damaged book**

- A patron shall pay the full cost of a lost book. In lieu of this payment, the library will accept a new replacement of equal or greater value.
- Damaged books, while assessed by the administrator of the library on a case-by-case basis, may also be replaced in like manner.
- Library books and other materials cannot be purchased. Even if a lost item charge has been paid, the item remains the property of the institution.
- Any person who falsely claims to have lost an item simply to retain possession of it may be charged with illegally possessing the institution's property.
- If a book is found within one year, upon presentation of the receipt, a refund may be made minus the service charge and any fines owed.