

CENTRAL LIBRARY

RULES & REGULATION

1. Readers should maintain silence in the library premises, reading room and should not disturb other student in any way.
2. Identity card is must while visiting and using the library.
3. Use of cell phone, laptops and smoking inside the library is strictly prohibited.
4. While entering the library readers are not allowed to carry their personal belongings (bags, brief-cases, parcels etc.) and eatable items (biscuits, cookies, fruits, chocolates, cold drinks, tea/coffee, etc.). Their belongings should be deposited at the security counter.
5. Readers are requested to handle the Library property carefully to avoid damage.
6. Readers shall not write upon, damage, or make any mark upon any book, journal or magazine, or other material belonging to the library.
7. While entering the library student must be sign in a student register.
8. Any reader observing a defect, or damage to any book or manuscript shall point out the same to the library staff immediately.
9. Borrowers must satisfy themselves about the physical condition of the book before borrowing. Otherwise they will be responsible for any damage at the time of returning.
10. Books borrowed on a particular day will not be accepted for return on the same day.
11. Books taken for reference from the stack area need to be kept on the table and not to be merged on the shelves.

12. Rs. 5.00 for per book per day will be charged, if book is not returned after the due date.
13. Institute is not responsible of any lost or theft into reading room area.
14. For further help contact to Librarian Email: librarian_ghrcemp@raisoni.net