

LIBRARY: GENERAL RULES AND REGULATIONS

DEAR LIBRARY USERS,

To ensure that everyone has a comfortable and productive experience at the library, we have established a set of general rules and regulations that all users must follow.

Please take the time to read through and understand these rules before using the library :

1. An Identity Card is compulsory for getting access to the library. Only registered members are allowed to use the Library.
2. All users entering the library should deposit their bags and other belongings at the property counter. The library is not responsible for any loss of personal belongings.
3. Only notebooks and library books to be returned would be allowed to be taken inside.
4. Registered members are issued library membership cards. Library cards are compulsory for getting access to the library.
5. When books are issued, students should check the pages of issued books. If pages are found missing, they should report the same to the Library staff before leaving the circulation counter.
6. Readers should observe strict silence and switch off their mobile phones in the library premises.
7. Readers' tickets/library membership ID cards are non-transferable.
8. Books are normally issued for ten days. Students must submit the issued books before the due date; otherwise, a fine will be charged as per fine schedules.
9. Reference books and periodicals are not issued out.
10. Borrowers must satisfy themselves with the physical condition of books before borrowing.
11. Personal printed materials in the form of books are not allowed to bring inside the library.
12. The library can recall any issued book even before the due date.
13. The cards are not transferable. In the event of loss of a Reader Card, a duplicate card will be issued on payment of Rs. 50/- (Rupees fifty) after a lapse of 3 days from the date of reporting the loss in writing to the library.

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14. Smoking, loud conversation, and similar objectionable practices are not allowed in or around the Library.
15. Readers are requested not to write and mark in the books and other reading materials. Please maintain complete silence, decorum, & discipline when inside the reading room.
16. Readers are responsible for any damage or injury done by them to the books or other property, and if so damaged or injured, they are liable to pay the full value thereof or as determined by the Competent Authority of Sanskriti University.
17. The library staff at the counter is authorized to examine everything that passes into or out of the Library.
18. The Librarian, Sanskriti University, will have the power to suspend the use of the cards by any reader or deny the use of the library to any reader found neglecting to comply with any of these rules.
19. Notwithstanding anything contained in these rules, the Library Advisory Committee and the Librarian, Sanskriti University, will have the power to cancel in full or in part or to modify suitably any or all the rules herein mentioned.
20. No visitor or guest is permitted to use the library without the prior permission of the Librarian.
21. Suggestions on any aspects of library services are welcome.
22. All the students/users and outsiders entering the Library shall deposit their bags and other belongings at the entrance. Only notebooks and the Library books to be returned will be allowed inside. Do **not leave any valuables at the Check Point**. Library is not responsible for any loss of personal belongings. All files, books and notebooks must be presented to the **security self** at the checkpoint for inspection while leaving the Library. **Library does not permit any exception in the observance of this rule.**
23. An Identity Card is compulsory for getting access to the library.
24. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on the table nearest to them. Please do not try to shelve them yourself. ***Please remember that a book misplaced is a book lost.***
25. The newspaper(s) should be folded properly after reading and kept back in the designated place.

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26. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT etc.
27. All the students/users are required to bring one of their recent photographs (Passport Size) while applying for Library membership offline and online both.
28. The Reserve Shelf book must be returned on the due date between 9.30 am to 12.30 am. and General Shelf books on or before the due date.
29. Claim for Reserve Shelf books should be made in the Register maintained at the counter between 9.30 am to 12.30 pm and they should be collected between 2.00 pm to 5.00 pm.
30. Books are issued to students for overnight during the examination time only.
31. Those students who do not return the books, issued for overnight use, in time, will not be issued any book for a period of 7 days.
32. *All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.*
33. There will be a fine of Rs.1.00 per General Shelf book and Reserve shelf book, Rs.2.00 per day.
34. Students are advised **not to issue Books to others on their names.**
35. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain silence. If discussion is necessary, the common room should be utilized for the same.
36. Smoking is not permitted in the Library.
37. All users are requested to keep their **mobiles switched off or in silent mode** in the Library.
38. Beverages and Eatables are not allowed inside the library.
39. No visitor or guest is permitted to use the Library without obtaining a visitor/day membership.
40. No photograph of the Library shall be taken without proper authorization.
41. Library reserves the right to call back any issued book/item at any time.
42. **All research scholars are advised not to keep Library books/journals (loose bound) inside their lockers without getting them issued.**



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- 43.** Library reserves the right to inspect these lockers, whenever necessary.
- 44.** All students are advised to come to the Library in decent dress as they are in the classrooms.
- 45.** Demand and suggestion slips are available at the circulation desk for your use.

We request all library users to comply with these rules and regulations for a pleasant and hassle-free experience at the library. Please feel free to reach out to us if you have any questions or concerns.

Library Team