

## **Library Book Circulation Time Table and Rules and Regulations**

### **Library Circulation Time Table and Rules**

#### **Diploma**

<b>DAY'S</b>	<b>8.00am to 12.00am</b>	<b>12.30pm to 6.00pm</b>
<b>Monday</b>	<b>First Year, Second Year ,Third Year.  ( Diploma )</b>	
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday (2<sup>nd</sup> &amp; 4<sup>th</sup> )</b>	<b>All Year (8.00am to 2.00am)</b>	

#### **Membership**

All students, faculty members, staff and the organization are entitled to library membership. Depending on the number of books they can borrow, their eligibility and permissible loan period are given below: -

Description	No. of Books		Duration Period
Head of Department	20 Books		One Semester
Teaching Staff	15 Books		One Semester
Non-Teaching	05 Books		One Semester
All Branches Student Exam Period Two Books extra for home lending			
First Year, Second Year Third Year.	02 Books	01 Institute level Book Bank	

#### **Library Working Hours**

Monday to Friday: 8.00am to 6.00pm

Saturday (2<sup>nd</sup> & 4<sup>th</sup>): 8.00sm to 2.00pm

Sunday, Saturday (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>) & Holiday-library Closed

#### **Book Circulation Rules:-**

1. Books borrowed must be returned on or before the due date.
2. Renewal can be done at any time.
3. Books will have to be physically presented for renewal.
4. Book will be requested to verify the physical condition of the book before borrowing.

5. For late return of books, overdue charges will be collected as per rules in force.
6. Users are requested to collect receipt for the fine amount paid by them.

**Library Circulation Instructions:-**

1. Every Student must produce his/her library card while borrowing the books.
2. Only three books will be issued on one library card for a period of 90 days.
3. An issued book must be returned within 90 days otherwise an overdue fine of Rs.4 per month will be charged.
4. If the issued book is on waiting list the same must be returned on the return date.
5. In case book is damaged or lost by borrower he/she is required to replace such damaged or lost book by new copy otherwise should pay the present cost of the same book.
6. Institute level book bank scheme per student extra 2 books issue and Exam Time extra three books issue.
7. SC /ST Student Book bank scheme books Issue.

**General Instructions:-**

1. Library functions on Monday to Saturday on all working days of the college. In addition during annual exams it works on Sundays and holidays also as per Principal Instructions
2. Students are not allowed to take books from the library counter without prior permission.
3. Students are not allowed to write anything on the reading table with pen or pencil.
4. Students are not allowed to read newspapers in the library during lecture or practical time.
5. Students are not allowed to disturb the seating arrangement in the library. While going back keep the chair to its original position.
6. Students are not allowed to write in the book or spoil the book in any manner or damage any property belonging to library.
7. If the property or book is damaged or broken, the cost determined by the authorities would be charged to compensate it.
8. Bags, Umbrellas, parcel, mobile Phones etc are not allowed to carry into the library except files and books. If found so, the student will be confiscated.

9. They can keep the book on table or handover to library staff.

### **Digital Library Rules**

Order and silence must be maintained at all times in the Library.

1. Downloading, installing and running of software are not allowed within the facility
2. One-student-per-PC policy shall be observed strictly in order to maintain order in the use of the E- Library facility.
3. Access of Pornographic sites/materials is not allowed and is punishable by suspension on the use of facility for one semester.
4. All persons leaving the library must show their documents to the security staff at exit.
5. Stealing or attempting to steal a library document or any of the library property is an offence. Appropriate disciplinary action will be taken against the offender.
6. The library will not take any responsibility for loss or damage of personal property left in the reading and baggage areas.
7. Mobile phones and other devices which may cause disturbances should not be used in the library unless their use is silent.
8. Ink bottles, paints etc, which may accidentally damage library materials are not allowed into the library.
9. The library reserves the right to ask any person to stop using computer equipment if the library staff has reasonable grounds to believe that that person is misusing it.
10. Computers are provided for the purpose of research and other educational endeavors.
11. Misuse of this facilities e.g. game playing, personal email, e-trade, hacking, and change of PC or Network settings, online application or registration is prohibited.