

1. General rules:

- Identify Card is compulsory for getting access to the library
- Place belongings other than those required in library in the space rack.
- You are permitted to carry only the following items into the library: library card, pen, pencil, rubber, ruler and one note book.
- **Mobiles are strictly prohibited**
- Readers are required to **queue** to enter the library.
- Every user must write their name and other relevant details in the entry register kept at the entrance of the library.
- Outsiders are prohibited from using the library facilities.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.

2. Rules when using the library:

- Treat the books, AV aids and furniture with care.
- Books should NOT be replaced on the shelves & need to be left on the table for re-shelving.
- Loss of library card should be reported in writing to the Librarian immediately. A duplicate card will be issued after payment fee of Rs.50/-.

3. Non-return, Loss or Damaged/Books:

- Before leaving the library, the borrower must satisfy himself /herself that the book lent to him/her is in good condition (has no marking with pen or pencil and is intact). In case any book is in a poor condition borrower must immediately inform the library staff at the issue counter.
- If a book is lost or damaged, the borrower shall have to replace the same or place at the disposal of the Librarian an amount sufficient enough to purchase a replacement copy (which will include the cost of the book and other incidental charge).

4. Issue /Renewal/Return of books:

- Users will be permitted to queue for issue and return of books and to source books from racks.
- Book issued

Students	No. Of books that can be issued	Loan period
ANM and B.Sc. (N.)	2 books	08 days
M.Sc. (N.) and P. B. D. (N.)	4 book	08 days

- No user will be permitted to borrow books on another user's library card.

- Books will be issued on presentation of the library card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
- The loan period can be extended by another 08 days, provided there is no reservation or demand recorded in the demand register for the book.
- The demand register is available at issue counter. Users are to record a request for any particular book that is needed.
- All staffs should compulsorily return library books before the yearly vacation i.e. at the end of the academic year.
- If the book/books borrowed by the students from the library are not returned at the end of the academic year, an email will be sent to the particular student by the Librarian. The student need to return the book/books within three days of notice, if they do not return the book/s within given period of time, then they have to pay fine of Rs. 50/- per day shall be levied.

5. Overdue charges:

- If a book is not returned to the library when due, an overdue charge of Rupee Two per day shall be levied, library fine receipts will be issued.
- In case the due dates falls on Saturday, Sunday or Public Holidays the book will be treated as due on the following working day.

6. Reference section:

- This section holds encyclopedias, dictionaries, competitive examination books, text books, thesis of ex-students and question papers.
- References books are not for lending.
- Fifteen users can use reference section at a time.
- Reading room is made available for reading purpose (Old OBG Lab.) to accommodate twenty five users. Reading room users are to keep their belongings outside the reading room on chairs.
- Occupy only desk allocated to you.
- Avoid touching surfaces other than your allocated space.

7. Journal Section:

- This section holds journals, general magazines and news letters, arranged alphabetically.
- The latest issues are displayed on the display racks and other previous issues are arranged in the journal cupboard. Bound volumes of periodicals are available in the racks.