



National Institute of Technology

(Established by Ministry of Human Resource Development, Govt. of India)

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20/11/17
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Rules and Regulations of Central Library:-

➤ General Rules

1. Every user must possess his/ her Library Card while making use of the Library facility and produce the same to the Library Staff for entering into the Library.
2. Consumption of food and drinks is not permitted in the Library.
3. Smoking is not permitted in the Library.
4. No bags, umbrellas, parcels, etc except files and books may be brought into the Library. Readers are not allowed to bring their personal books & issued books from the library inside the reading room. Adequate storage facilities have been provided at the entrance of the Library.
5. On entry and exit, users may be subjected to checking of the items with them.
6. Silence must be observed strictly in the Library.
7. Reservation of seats is not permitted. Books and other articles left for any length of time on chairs and tables may be removed by the library staff.
8. Users must be decently dressed and conduct themselves properly in the Library.
9. The Library staff on duty has the right to request a user to leave the premises if he/she is found to be violating any of the Library rules.
10. Official time for calculating fines on overdue books and for other purposes will be read according to the time determined in the computer system at the Circulation Counter. If system down, the correct time will be determined by the library staff at the counter services.
11. The Chief Librarian is empowered to withhold Library facilities for any infringement of these rules.
12. The Library will not accept responsibility for the loss or misplacement of personal belongings.
13. The Chief Librarian may amend the Library Rules and Regulations as and when necessary.
14. Uses of mobile phones are not allowed inside the library.
15. No students will be allowed in the library at the time of his/her classes.
16. Membership card is nontransferable. Students must not lend their membership card to any other student to borrow books from the Library. Library facilities will be withdrawn for students misusing cards.
17. The library clearance Certificate will be issued to student only after he/she has returned all the Library books, membership card and cleared all library dues.
18. In case a student loses his/her membership card, the student should report immediately to the librarian and apply for a duplicate card on the prescribed form available at the Library, by paying Rs. 100/- (one hundred) only per membership card.

➤ General Loan Rules

1. Only registered member can borrow the Library materials.
2. No books or library materials may be brought out of the Library until the loan has been recorded. Unauthorized removal of library materials is regarded as a very serious offence.
3. Library materials borrowed must be returned on or before the due date.
4. The normal loan period for books is 15 days. The Library, however, may vary loan periods for different types of materials or users as it deems fit.
5. All borrowers must settle any overdue loans before they are permitted to borrow again.

6. Theses, dissertation, reference books, journals, magazines and newspaper are not allowed for borrowing.
7. Library can recall any issued book even before due date.
8. Students can reserve the books at the circulation counter in case there are already issued.
9. Books for overnight reading will be issued at specific time as decided by the Librarian and the same must be returned before 9.30 AM next day.
10. When Books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
11. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he/she shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.

➤ **Cyberspace Rules**

1. Do not use the computers to do the following:
 - Emails/Facebook etc.
 - Playing Games
 - Playing music/video
2. Do not install or uninstall any program or service in any computer. This is only a preserve of the Librarian.
3. If any device of the computer is not working, do not fix it kindly report at the reference desk or to the IT person in charge.
4. Users are allowed to use the computer for a time allocated by the librarian. If need be, user can be asked to give others opportunity to use the computers.
5. Do not send jobs for printing, it is not allowed within the cyber. If necessary contact the Librarians.

➤ **Overdue Books**

Books must be returned by the due date or earlier if recalled by the Librarian. Failure to return a book by the date specified will be treated as a serious offence. The Library will endeavor to send overdue notices but will not be held responsible for nondelivery, under whatever circumstances.

➤ **Fines**

It is observed that some of the students do not return the Library Books on or before the due date stamped on the date slip attached in the book depriving other students.

In order to prevent such students from keeping Library books with them beyond due date, the fine charged will be as follows:

First week after the due date: Rs. 05/- (Five) per day

For second week after the due date: Rs. 10/- (Ten) per day, Beyond 15 days, the borrower will have to pay the cost of the book along with fine Rs. 10/- (Ten) per day.

➤ **Loss and Damage**

Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken. A borrower is allowed to either replace the book lost or damaged by purchasing it himself or requesting the Library to replace it. All books replaced must be of the latest edition. If the book is one of a set or series they may be called upon to replace the whole set or series. In case the book cannot be replaced; the current price of the book along with late fine will be paid by the borrower.

➤ **Entitlement of Books:**

Member's entitlements, in terms of the number of books that can be borrowed by them are as follows:

Category of member	Maximum no. of Books to be issued	Maximum period of borrowing
Faculty, Scientific & Academic Staff	15	One Semester
Administrative Staff (Equivalent to Asstt. Registrar and above)	07	One Month
Technical Asstt. & Technician	05	One Semester
Other Staff of the Institute	03	One Month
Research Scholars	08	15 Days
M. Tech/MS/M. Sc	08	15 Days
B. Tech	08	15 Days

➤ **Library Timing:**

- i. Working days: 09:00 AM to 05:00 PM.
- ii. All even Saturdays (Except holiday) from 10:00 AM to 05:00 PM

➤ **Notes:**

The main purpose of these rules is to safeguard the common interest of all users and to enable the Library to carry out its functions as efficiently as possible. Failure to observe the rules can lead to disqualification.

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