

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.

Rules & Regulations

1. Only registered members are allowed to use the Library and Identity Card is compulsory for getting access to 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. Library cards are compulsory for getting access to the library and all the registered members are issued library membership cards.
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 be brought inside the library.
12. The library can recall any issued books even before the due date.
13. 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 in the library.
16. Readers are responsible for any damage done by them to the books or other property, and if such incidences are noticed, 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 cards by any reader or deny the use of library to any reader found neglecting to comply with any of these rules.
19. No visitor or guest is permitted to use the library without the prior permission of the Librarian.
20. Identity Card is compulsory for getting access to the library
21. 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 remember that a book misplaced is a book lost.***
22. The newspaper(s) should be folded properly after reading and kept back in the designated place.
23. 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.
24. All the students/users are required to bring one of their recent photographs (Passport Size) while applying for Library membership both offline and online.
25. The Reserve Shelf books must be returned on the due date between 9.30 AM to 12.30 PM.
26. 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 to 5.00 PM.

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- 27.** Books are issued to students for overnight during the examination time only.
- 28.** 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.
- 29.** *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.*
- 30.** There will be a fine of Rs.1.00 per General Shelf book and Rs.2.0/- per day for Reserve shelf book.
- 31.** Students are advised **not to issue Books to others on their names.**
- 32.** Beverages and Eatables are not allowed inside the library.
- 33.** No photograph of the Library shall be taken without proper authorization.
- 34.** **All research scholars are advised not to keep Library books/journals (loose bound) inside their lockers without getting them issued.**
- 35.** Library reserves the right to inspect these lockers, whenever necessary.
- 36.** All students are advised to come to the Library in decent dress.
- 37.** 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