

# RULES AND REGULATIONS FOR THE DEPARTMENTAL LIBRARY

## Rules for the Students:

- Library Timings – **Tuesday to Saturday**  
**12 Noon to 4 PM**
- Students can borrow upto two books at a time.
- Every borrowed book to be entered in the library logbook along with the Library-in-Charge's signature.
- Books can be borrowed for a maximum period of **14 days** & must be returned on or before the due date.
- Books must be handled with care to avoid any damage.
- Writing, folding and tearing pages is strictly prohibited.
- Any damage or loss of a borrowed book must be reported immediately. If not found students will be required to replace the book.
- Any Unauthorized removal of books from the library will result in strict action.

## Rules for the Faculty:

- Faculty members may borrow upto **2 books** for a period of **30 days**.
- Borrowed books must be returned within due date.
- Borrowed books' details must be entered in the library register along with the faculty signature.
- Any specimen copy received from the publishers must be recorded in the library logbook before they are made available for circulation.
- Faculty members are requested to handle books with care.
- Damage or loss of a borrowed book must be reported immediately and replaced if not found.