

Library Rules

Please follow these rules of etiquette and help in maintain a safe and pleasant environment

1) NO FOOD, NO DRINKS*, NO SMOKING

*Water is ok



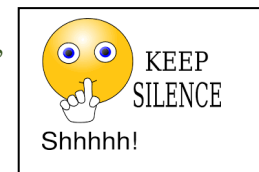
2) NO CELL PHONE*

Switch off or silence your mobile phone.
Please take your conversation at the staircase lobby or outside the library building



3) BE QUIET

However, you may talk in “Discussion & Smart Interaction Zone” and “Seminar cum Training Zone” (by permission only).



4) SIGN ON VISITOR REGISTER ON EVERY ENTERS.

5) DO NOT RESHELVE THE BOOKS

Please leave the book in the trolley kept near you or at the table and please refrain from hiding & intentionally mis-shelving books.

6) DO NOT MOVE LIBRARY FURNITURE*

Library materials, furniture, and equipment are for all library users use; please leave them at their place; if you need something extra, please inform Library Staff.

7) DO NOT LEAVE YOUR BELONGINGS UNATTENDED*

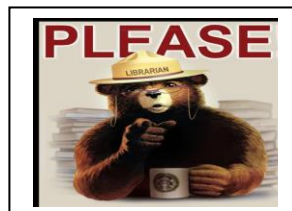
*Safety first, Library staff is not responsible for reader's personal belongings.



8) KEEP PERSONAL BELONGINGS AT THE PROPERTY COUNTER

9) RETURNS BOOKS ON TIME*

Late submission fine @ Rs1/day.



10) CHECK OUTGOING DOCUMENTS TO SECURITY

11) DO NOT USE COMUPTERS FOR GAMING AND MOVIE PURPOSE ONLY

12) HAVE LOST BOOK/CARD, REPORTE IMMEDIATELY IN WRITING TO LIBRARY

Your Cooperation is appreciated.