

## LIBRARY RULES AND REGULATIONS

1. Use of Mobile phone not allowed inside the library
2. Complete silence is to be maintained inside the library.
3. Personal belonging like files, folders, bags, jenkins, umbrella, issued books etc are not allowed inside the library.
4. No. of books for users

Registered users	No of Maximum books allowed	Due period (No of Days)	Fine amount when exceeds due date
BPT/BOT/BPO/B.ASLP/ B.Ed/Diploma	2	15 Days	Rs. 1/ Per day
PGDEI/M.Phil/M.Ed	5	15 Days	Rs. 1/ Per day
Staff	5	30 Days	Rs. 1/ Per day

5. Contract /Gust faculty should remit the payment of Rs.5000/- to the Accounts Department towards Caution Deposit (Refundable).
6. Outside members and other college students are allowed only on week days along with the recommendation letter from their Head of the department or the Head of the Institution and get permission from the Director, NIEPMD. They have to produce their ID along with the recommendation letter.
7. Students wearing shorts, Pajama, night dresses, round neck and printed T-shirts etc are not allowed inside the library. Formal dress code is to be allowed.
8. The IMO reserves the right to cancel the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
9. The books taken from the library are to be returned on or before the due date specified on the due date slip pasted in the front page of the books.
10. Book is not returned on the due date, fine of Rs 1/- per day (including Saturday Sunday & holidays) will be charged.
11. While borrowing the book, the member must make sure that the book is in good condition and the page numbers are intact.
12. The staff/students are entitled to return the books as and when they are called by the librarian.
13. Reference books are not for Issue.
14. The borrower shall be responsible for any loss caused to the library documents borrowed.
15. If a book is lost by the borrower, it should be informed to the IMO in writing and the same should be traced and replaced within 15 days from the due date.
16. If the borrower is not able to replace the book within two weeks they have to pay the cost of the book in five times. If a book is replaced, current edition of the book with bill will only be accepted.
17. If the book/resource form a part of a series/volume, the borrower will be charged for the replacement of the entire set.
18. No user shall deface the library books/journals/back volumes and other non book materials like CD/Floppy etc
19. Library resources are the nation's assets and belong to all. All users are having the responsibility to protect the library resources against the wanton and wilful-damage, mutilation, theft and other malpractices.
20. Current journals/Back volumes and Locker books are not issued for home reading. They are to be referred inside the library only.
21. Users are allowed to take the photocopies of the required articles.
22. While accessing the E-resources of the library, proper entries are to be made in the records of the library. Downloading of the information is also permitted.
23. Accessing unwanted and unnecessary information from the internet is strictly prohibited.
24. Photocopying of full-book is not permitted

**Any one who violates the rules and regulations of the library, would be liable to lose the privilege of library membership.**