

General Rules For The Members Of The Library

The members (Users) of Library are expected to observe the following rules. It shall help the Library in proper and efficient functioning and also it shall help the other members (users) of the Library.

- i) Every member of the staff must register its library membership by filling the prescribed form
- ii) The membership of the student shall be registered from the list submitted by the Institutional administrative office
- iii) Every member of the library will be required to show Identity Card/Library Card/Smart Card provided by the respective Institute/Library while enjoying the library facilities.
- iv) The library resources (like books, journals, periodicals, CDs, DVDs etc.) shall be issued to the members as per the circulation guidelines of respective institute
- v) A member shall be required to return the resource/ book issued to him/ her any time if asked by the library
- vi) A member shall return/ renew the resource issued to him/ her on or before the due date
- vii) A member failing to return/ renew the resource within the specific time shall be liable for the payment of fine as prescribed in the circulation policy of the respective institute.
- viii) A member losing the library resource issued to him/ her shall follow the replacement rules as per the circulation policy of SIU.
- ix) A member entering the library shall keep his/ her bags and other belongings outside the library on their own responsibility.
- x) A member willing to take books/ notebooks inside the library shall enter the details in the register at the security gate.
- xi) A member shall be allowed to take photocopies of the required contents from the Reference Books / Current Issues of periodicals etc. with the prior permission of library staff.
- xii) A members shall not write upon or damage or mark any signs/ symbols/ remarks on any book belonging to the library
- xiii) A member taking wrong book from the shelf shall keep it on the book trolley or on the nearest table and shall not reshelf himself/ herself.
- xiv) A member shall not deface, mark, cut, mutilate or damage library resources in any way. (A person doing so shall be liable for heavy penalty)
- xv) A member shall not be allowed to issue any library resource to anyone else.
- xvi) A member/ user may suggest /recommend book(s) which are useful for their study through SIU OPAC. (<http://symbiosis-koha.informindia.co.in>)
- xvii) A member entering the library shall observe all the disciplinary rules of SIU
- xviii) A Member shall observe silence in the library
- xix) A member is requested to keep his/ her mobile switched off or in silent mode in the Library
- xx) A member shall not engage in conversation in any part of the library
- xxi) A member leaving the library shall co-operate with the checkout mechanism and the security
- xxii) A member is not allowed to cut any news or part of a newspaper
- xxiii) Beverages and eatables are not allowed inside the library
- xxiv) No photograph of the Library shall be taken without the prior permission of the

Librarian

- xxv) All students shall be allowed in the library decently dressed only as they are allowed in the classrooms
- xxvi) The University Librarian/ Library In-Charge reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner

Library always welcomes the innovative ideas and suggestions from the users

Library Rules for external users

- 1. The Library shall issue Smart Card/ Library Card to every eligible external user.
- ii. The user shall be required to show the Smart Card/ Library Card while enjoying the library facilities.
- iii. The library books shall be issued to the external members as per the circulation guidelines.
- iv. In case, the Smart Card/ Library Card is lost by the external user, he/ she shall have to inform the librarian immediately.
- v. The library shall issue duplicate Smart Card/ Library Card on payment of the amount decided by the University library committee from time to time.
- vi. The authorized Smart Card/ Library Card user shall be responsible for any miss use of the card and shall be liable for a fine and/ or cancellation of library membership
- vii. The external users retiring/ leaving the job shall have to return the Smart Card/ Library Card to obtain ' No Dues' certificate .
- viii. Validity of Smart Card/ Library Card issued to the external user shall be for an academic year, from 1st July to 30th June only.