

## **Library Rules and Regulations IIIT Bhagalpur**

### **General Rules:**

1. Library borrower's card is compulsory for getting access to the library.
2. Everybody shall keep their bags and other personal belongings at the entrance. All the readers are advised not to leave their valuables at the Check Point. Library is not responsible for any loss of personal belongings.
3. Only notebooks and the library books will be allowed inside the library.
4. Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
5. Use of Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
6. Conversation and discussion disturb library ambience. Therefore, all are requested to maintain dignified silence. If discussion is necessary, the common room should be utilized for the same.
7. Beverages and Eatables are not allowed inside the library.
8. No photograph of the library shall be taken without the prior permission of the Librarian.
9. Books removed from the shelves, if not required further, should be kept on the book trolley/ table nearest to them. Do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
10. 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.
11. Suggestions, if any, can be handed over at the circulation desk.

### **Working Hours of the Library:**

1. **Monday to Friday (except holidays): - 9:30 AM to 5:30 PM.**
2. **Saturday, Sunday & holidays: closed.**

### **Book Circulation System:**

1. Books will be issued on presentation of the library borrower card.

2. Students are advised to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
3. **All students are allowed to borrow 3 books at a time from the General Shelf Books for a period of 15 days and 1 book from Reserve Shelf Books for a period of 2 days.**
4. Faculty members are allowed to borrow 6 books at a time for period of one semester. If required, the books can be reissued again for a further period of one semester
5. Books are issued or returned on working days only. The Reserve Shelf book must be returned on the due date between 9.00 AM to 10.00 AM and General Shelf books on or before the due date in working hours.
6. 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.
7. Borrowers going on long leaves like deputation, study leave shall have to return all borrowed books/material before leaving the institute.
8. Books borrowed should be protected from RAIN, DUST, INSECT, etc.
9. The library reserves the right to call back any issued book/item at any time and the member shall return the same immediately.

#### **Requisition of New books:**

1. Faculty can send requisition of books to library in-charge preferably during semester breaks.
2. Students can submit their requisition counter signed by the course instructor and faculty in-charge respectively.

#### **Library borrower's card:**

1. All Students and Faculty of IIIT Bhagalpur can become a library member without any charge. Library membership is required for using the library resources. (Library membership form can be taken from the library).
2. Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
3. Special care should be taken to maintain the library borrower cards. Do not fold, alter entries made on the cards. Members are responsible for the entire set of library borrower card issued to them.
4. Loss of borrower card should be reported to the librarian. Duplicate card may be issued against formal application and fine of Rs 50 only.
5. Library borrower cards are valid for the entire duration of the programme to access library facilities. At the end of the programme, borrower cards shall be returned to the library.

**Overdue Charges:**

Books/Materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period as below:

**General Shelf Books: -- Rs1.00 per volume per day**

**Reserve Shelf Books: -- Rs 2.00 per volume per day**

**Book Lost:**

If the borrowed books are lost, then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book, after getting permission from the library in charge.

**No due Certificate:**

Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

The library will mention the dues, if any, online to the administration. Students will have to pay the dues in the Accounts Section and then submit the receipt in the library for getting final clearance from the library.

**Care of library books:**

Students are required to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.



**F/I, Library  
IIIT Bhagalpur**