

LIBRARY RULES AND REGULATIONS

Issue periods and limits:

- ✓ Student- Three books for seven days including all holidays. Issue periods are extended during exams and vacations, subject to the availability of books
- ✓ Faculty- Eight books for one semester
- ✓ Non-teaching Staff- Three books for one month

Returns/ Renewals:

- ✓ Issued books can be returned/ renewed during library hours including recess, lunchtime

Limitations & overdue fine:

- ✓ Identity cards are required in order to enter the library
- ✓ Mobile phones should be put on silent mode inside the library premises. Talking on the phone or letting it ring or beep or playing games is not allowed. There is a fine of Rs 100/- if anybody is found talking over mobile phone or letting it ring or beep or playing games
- ✓ While entering and exiting the library, all users should scan their ID cards using the scanner located next to the entrance
- ✓ Users should show the things they would like to take inside while entering & leaving the library
- ✓ Users who carry personal books (printed materials) and books issued from library are supposed show while leaving the library. Discussions are allowed only in discussion rooms
- ✓ There is an overdue penalty of Rs 5/- (Five Rupees) a day, per book, for late returns of library books. Users are not permitted to issue further library books until the overdue books are returned and the fine is paid
- ✓ Renewal of a book is not possible if the same book is not available in library. Exchange of books between the users is not allowed
- ✓ CD's and Magazines are issued overnight only i.e. they are issued at library closing time & to be returned next day before the first period starts
- ✓ Eatables are not allowed inside the Library. Moving of chairs/ tables is not allowed.
- ✓ Belongings are not allowed inside the library. You are supposed to keep them at the property counter. You should carry the valuables like, cash, cards, phones, important documents, etc. Library is not responsible for your belongings
- ✓ Users should take care that books are not mutilated or should not leave any marks on the books. If the books are lost/mutilated/ marked, latest price of the book and a fine of rupees one hundred will be charged

If you have any ideas, suggestions, requests, complaints we can help you in a best possible way. Please talk to us, write to us on [Pillai HOC Library](#) facebook group OR E-mail on phoclbrary@mes.ac.in