

LIBRARY RULES

A. General rules:

1. Strict silence, decorum and discipline must be maintained in the library. Use of cell-phones is not allowed.
2. Smoking, eating, sleeping and talking loudly are strictly prohibited in the library.
3. Documents taken out of the shelves must be left on the table. Replacing the books on shelves is not encouraged as it may get misplaced. Misplaced book is like a lost book.
4. Readers should not mark, underline, dog-ear, write, tear pages or otherwise damage the library documents.
5. No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
6. Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership and may be debarred from using the library facilities.
7. Users should keep their belongings in the designated shelf.
8. If any user wants to take personal/issued books to the library for reading purpose then he/she has to properly check-in/check-out in the register meant for.

B. Fine for late return of book:

Users have to return the books within the stipulated period. A fine of five rupee per day per book will be charged from the defaulting members.

C. Renewal of books:

Users can also renew the books again after the completion of charging period, subject to not being requested from some other user.

D. Overnight issue:

Book/Loose issue journal may be issued for overnight to the members of library. This is only from Reference section after 8.00PM-9.00PM. Next day before 10.00AM the borrowed materials should be returned in that section only. Otherwise there is fine of Rs5/- for delay of a book per day. The number of document at a time is only one.

I have read all the above rules and I shall abide by all the above conditions.

Date:

Place: **NISER Bhubaneswar**

Full Signature of the user