

LIBRARY RULES AND REGULATIONS

Issue periods and limits:

Student- Four books for seven days including all holidays

Faculty- Eight books for one Semester

Non-teaching Staff- Two books for one month

Returns/ Renewals:

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

Limitations & overdue fine:

- Identity Card is compulsory to enter the library
- All users shall sign in the *Library usage register* while entering the library and *Library Book Issue register* as and when they issue the books
- Mobile phones should be put on switch off/silent mode inside the library premises. Talking on the phone or letting it ring or beep is not allowed. There is a fine of Rs 100/- if anybody is found talking over mobile phone or letting it ring or beep
- 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 to sit at discussion room/reading area at the entrance of the library. Writing of assignments and experiments is not allowed in the library
- For the late return of Library books an overdue penalty of Rs 5/- (Five Rupees- from 8th day of issue) per day, per book is charged and users are not allowed to issue other books until the fine is paid
- If any of the books issued is/are overdue, users are not allowed to issue other books until and unless they are returned
- 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
- Belongings are not allowed inside the library. You are supposed to keep them at the property counter. Moving of chairs/ tables is not allowed. Discussions are allowed only in discussion rooms

Care of books:

Users should be encouraged to show correct book care. They 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 any way, please talk to us, write to us on [Pillai HOC Library facebook group](#) OR E-mail on phoclibrary@mes.ac.in We will do our best to assist you.