

New L J Institute of Engineering & Technology

LIBRARY

Faculty Members Library Rules and Regulations

The faculty members of New L J Institute of Engineering & Technology are hereby informed that, the rules of “Library” will be implementing from July 2021. The faculty members are informed to take the note of following rules:

- (1) The Library will ordinarily remain open weekdays from **8:30 am to 4:00 pm**. And remain closed on Sunday and other GTU holidays.
- (2) All the members must bring their Identity Cards while entering in the Library
- (3) A NLJIET identification card is required for all library transactions. Please visit OS, in the administrative office for a new or replacement identification card.
- (4) Any faculty member entering the Library will have to sign. in the Register.
- (5) **Talking with mobile phone strictly prohibited in the Library.**
- (6) Group work must occur outside of Library area.
- (7) Faculty members are entitled to borrow 10 books for a period of six months and **request to return back and clear their account due at the end of the semester. If a book is not returned by the deadline determined by the Library, a member's account shall be blocked.**
- (8) Keep your bag outside, on rack available in reading section before entering the Library.
- (9) Turn off switch (**Fan, Light**) before leaving the library.
- (10) Keep the library's **Book, News paper, Magazine** at proper place after use.
- (11) Don't move **chairs and other furniture** without permission.
- (12) Please dispose all trash properly.

Director