

New L J Institute of Engineering & Technology

LIBRARY

STUDENT'S LIBRARY RULES AND REGULATION

The students of New L J Institute of Engineering & Technology are hereby informed that, the rules of "Library" will be implementing from the academic year starting from July, 2021. The students are informed to take the note of following rules:

All students are keep silence in the library premises.

1. Students are allowed to Library only on production of their authorized college ID cards.
2. Keep your bag outside, rack before entering the Library.
3. Please sign in the register kept at the entrance before entering the library.
4. Students may have a total of two books checked out at the same time.
5. The library book checkout period is two weeks and books may be renewed an additional two weeks, if no other student has reserved it. Students are allowed to reserve only one book at a time.
6. Returns of books are mandatory before the due date mentioned in the due date slip attached to the book.
7. Late fee of **Rs. 2/-** (Two) per day will be charged for late return of the book in the Library.
8. Students are **not allowed** in the Library, **during the lecture time.**
9. **Rs. 50/-** Fine for using mobile in Library. **(Strictly Prohibited: PDF, Internet Surfing, Calculator, Time and Date Check, hands free, mobile charging and etc.)**
10. **Eatables items** are **NOT ALLOWED** in the library area.
11. Turn off switch (**Fan, Light**) before leaving the library
12. Do not move **chairs or other furniture** around without permission. Keep the library tidy
13. Library users should ensure that the resources of the library are properly used and its dignity and environment properly maintained
14. Keep the library properties (**Books, Journal, Magazine Newspaper**) at proper place after use. Library materials should be handled with care.
15. Reference books, journals and magazines, newspaper are only for consultation within the library and are not to be taken out of library premise.
16. Each student is responsible for any and all damage done to his/her assigned textbooks.
17. Members shall not write or make any mark upon, disfigure or otherwise damage any book, periodical or any other material belonging to the library.
18. If any book is lost during the borrowing period, please inform the librarian immediately. The cost of procuring or the original cost the book, whichever is the higher, will be recovered from the borrower in case of loss/damage.
19. **The Director/HOD/ Librarian shall have power to suspend the use of the card of any member** or deny the use of any facility in the library to any member, or suspend membership, **if the member is found neglecting to comply with any of the rules.**
20. All persons exiting the library will be subject to a security search. Persons caught leaving the library with unauthorized materials will be heavily penalized.
21. Library computers are for academic purpose only. Do not tamper with the computer settings. Follow the internet safety guidelines.
22. Users should obey the library rules and regulations. Violation of rules and any act of misbehaviour to the library staff will lead to strong disciplinary action.

Director