

### **General Rules for Library and Users**

- 1) The Library user shall not engage in audible conversation or listening to music in any part of the Library premises.
- 2) A person shall not write upon, damage or mark any book belongs to the Library.
- 3) A person is responsible for any damage caused by him/her to the books or any other property belonging to the Library, shall be required to pay the penalty imposed upon him/her by the Library committee.
- 4) In case of books lost or damaged or defaced, the borrower has to replace new copy with its latest edition.
- 5) The Security Guard at the Library entrance will check all personal belongings including Library books issued to a member.
- 6) Personal book(s) shall not be allowed inside the Library. Please, leave them at the Counter.
- 7) Use of mobile phone in the Library is strictly prohibited.
- 8) The member should check the book before borrowing to ensure that the book is not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise he/she shall be held responsible for the damage at the time of returning the book.
- 9) Smoking, pan chewing, spitting and eating in the library is prohibited.
- 10) Photography is not allowed in the Library.
- 11) Electronic resources such as e-journals, e-books, e-Project Reports, etc. are made available by the Library for the academic and research use only.
- 12) Use of NMIT library e-resources for commercial gain like selling, redistributing or republishing etc. is strictly prohibited.
- 13) Posting the downloaded free e-book or article or project report in PDF or any other formats on website is prohibited.
- 14) A student member can hold the books not more than 14 days. Return of the books after the due date leads to a penalty of Rs.2/ per day for each book, inclusive of Sunday and general holidays.
- 15) Research scholars are allowed to borrow two books and can keep them for not more than 60 days. Return of the books after the due date leads to a penalty of Rs.2/ per day for each book, inclusive of Sunday and general holidays.
- 16) Payment of fine can be made digitally.

- 17) Department Library Co-ordinator should submit the list of required books atleast 30 days in advance to the commencement of the Semester, in the prescribed requisition format.
- 18) Librarian reserves the right to call back the issued books, library items whenever necessary.
- 19) Library committee has the right to incorporate the changes in the general rules as and when necessary.
- 20) Any violation of these rules will result in disciplinary action as per rules and code of conduct of NMIT.