

LIBRARY RULES AND REGULATIONS

User's Responsibilities

- Place your bags and other belongings at the bag corner near the entrance
- Only notebooks/sketchbooks and the library books to be returned will be allowed inside.
- Do not leave any valuables
- Identity Card is compulsory for books issuance
- Books removed from the shelves by students should be kept on the book trolley or the reading table
- The newspaper(s) should be folded properly after reading and kept back in the designated place
- Borrowed books should be protected from RAIN, DUST, INSECT, etc.
- At the time of book return, students are advised to inform the staff so it can be updated on the library's database
- All are requested to maintain silence
- Please inform library staff in case of any computers problem
- Keep the library clean
- Reservation of Discussion room will be made one day before

Liability

- If anyone is found damaging library resources, they will be charged 150% of the price of the resource as a replacement cost
- There will be a fine of 20 rs. per book each past the due date

Permissible Behaviour:

- Conducting class discussions or meeting in a Discussion Room after reserving a slot with the library staff
- Issuance of Non-Reference books and old bind magazines
- Discussion in Discussion Room only
- Printing, scanning

Impermissible Behaviour:

- Placing a book back on the shelf after it has been removed. A book that isn't placed in the correct position on the shelf is considered lost.
- Deface, mark, cut, or damaged books and library resources.
- Issue books for others on their names
- Unnecessary chit chat and discussion. The library is a quiet place.
- Smoking, drinking and eating.
- Attending phone calls_in the library.
- No external visitor is permitted without the prior permission of the Librarian.
- Taking photos of the library.
- Taking library resources outside the library without getting them issued.
- Installation of any software on library PCs.
- Downloading videos/music, watching videos
- Removing LAN cord, keyboards and mouse.
- Saving documents on the desktop.
- Switching off library PCs.
- Cutting, Pasting, drawing boards, sewing etc.

Marium Abdulla Library's Rights

- Take back any issued book/item at any time
- Ask to leave library user due to misbehaviour, violation of rules, noise etc.
- All PCs hard drives are formatted after every 30 days by the IT team without prior warning
- The library or IT team are not responsible for any loss of data.
- The library provides an orientation to all new members of the IVS Community at the beginning of the Academic year
- The library is not responsible for any loss of personal belongings
- Books need to be shown to the library staff to be reissued
- Books can be renewed again only twice if there is no demand by any other user. The renewal must be made on or before the due date.
- The next due date must be stamped on the due date slip.
- Book card must be refilled by the user.
- There will be an overdue charge Rs 20/- per day per book for all.
- Books can be held or reserved for 24 hours. After 24 hours, a reservation will be cancelled

Category of User	No. of Books	Issue Period	Reissue Books	Fine per book per day
Faculty	10	15 Days	2	-
Administrative Staff	3	7 Days	2	20
Students	3	7 Days	2	20

The Procedure of Fine Collection

- Fines for overdue books will be submitted to the library staff.
- Fine can be paid at the time of returning books or later as per users' convenience
- Government Holidays are excluded.

The Borrowing of Books

- Books from the **general shelf** can be borrowed.
- Books will be issued for 7 days. After 7 days fine will be charged for each book every day.
- Dissertations/Final Research papers are issuable.
- Books may be renewed only twice.
- **Books/resources that cannot be borrowed include:**
 - Journals/Magazines latest available issues must remain within the library and cannot be issued
 - Reference Shelf books cannot be borrowed.
 - CD ROMS, DVDs and audio-video cassettes cannot be borrowed.

GENERAL BOOK BORROWING RULES

Library Hours:

Services start from 8:30 am till 7:00 pm

The Library remains open on all days of the year except on National Holidays.

Day	Time
Monday – Friday	8:30 am – 7:00 pm
Saturday	9:00 am – 2:00 pm

a. Suspension of library borrowing and printing privileges

Any of the following reasons may result in the temporary suspension of library privileges (books borrowing and printing facility):

- Possession of library books for more than a month.
- Outstanding dues not paid within 15 days.
- Misbehaviour with Library staff will not be tolerated, this will lead us to take serious action and also cancellation of borrowing rights and services.
- Violation of library rules and regulations.

b. Loss or damage of resources by library users:

- Library materials must be handled with care.
- If a book is lost or damaged by any student/faculty and admin staff, then the book has to be replaced with the same or latest edition of that book.
- If the book is out-of-print, then three times the cost of the book has to be paid to the library.
- If the book is reported (in writing) as lost/ misplaced, the overdue charges are levied in such case from the date of the report until the same is replaced (it must be resolved within a month).
- The theft or abuse of Library resources will be viewed very seriously.
- In case of theft, Library staff can block issuance for the whole semester.
- Each case will be examined and the matter will be reported to the Management for further action.