

## General Library Rules

- ✓ All students and staff of the Institute are members of the Library.
- ✓ Marking, underlining, or writing on library books, periodicals, and newspapers are strictly forbidden.
- ✓ The librarian may call for a book at any time, even if the normal loan period has not expired.
- ✓ Books taken from the shelf should be left only on the study table, not back into the racks.
- ✓ The members should take good care of library furnishings and equipment. Ensure the library looks as good when you leave as it did when you came in.
- ✓ Drinks and food are not allowed in the Library.
- ✓ Library computers are for academic purposes only. Do not tamper with the computer settings. Follow the internet safety guidelines.
- ✓ Strict order and silence shall be maintained in the library and speak softly if needed.
- ✓ Do not use a mobile phone inside the Library.
- ✓ Personal books are not allowed inside the Library.
- ✓ Issued books are not allowed inside the Library.
- ✓ Mandatory to produce the Institute ID Card for the Issue and Renewal of books.