



SRM INSTITUTE OF SCIENCE AND TECHNOLOGY

NCR Campus Modinagar



LIBRARY

General Rules and Regulations

1. MEMBERSHIP

Membership is open to the entire faculty, staff and the students of SRM INSTITUTE OF SCIENCE AND TECHNOLOGY NCR CAMPUS.

2. WORKING HOURS

MON – FRI 8:00 A.M To - 8:00 PM

SAT - 8:30 AM To 5:00 PM

Circulation Counter (Issue & Return):

MON-FRI 9:00 AM To 5:00 PM

3. MEMBERSHIP CATEGORY

Category	No. of Books Issued	Duration
Teaching Staff	4	One Month
Non Teaching	2	15 Days
Programmers	2	15 Days
Lab Assistant	2	15 Days
Under Graduate Students	5	15 Days
Post Graduate Students	5	15 Days
Research Scholars	5	15 Days

Members are responsible for all the books borrowed on their cards.

4. LOSS OF ID CARDS

- Loss of ID cards should be reported immediately to the Library so as to block account.
- Duplicate cards will be issued on payment of Rs.1000/- for all members on giving an undertaking that they will continue to be held responsible for any loss arising from the inadvertent use or misuse of the card lost.

5. ISSUE AND RETURN OF BOOKS

- Reference Books and Periodicals will not be issued and they are only for reference and photocopying purpose.
- Two renewals will be permitted if there are no reservations against these books, for renewal, books have to be produced at the library counter.
- Members, before leaving the counter, must check whether the books they intend to borrow are in good condition: any damage/marking should be immediately reported to the Librarian failing which the members to whom the book was issued would be held responsible.
- Books that are in special demand shall be lent for shorter periods as may be necessary and books lent may be recalled at any time, if required.
- Absence will not be accepted as an excuse for the delay in the return of books.

6. OVERDUE CHARGES

- Members are advised to return/renew the books on or before the due date.
- A borrowed book should be returned on the due date, failing which a penalty will be collected. The details of the penalty are as follows:

01-15 days Rs.1/- per day

16-30 days Rs.2/- per day

31 days and above Rs.5/- (from day one)

- Undue delay in returning the books will result in the cancellation of membership.

7. LOSS OF BOOKS

The loss of books, if any, should be reported to the library immediately and it should be replaced with a new copy plus Rs.100/- Processing charge along with the overdue charges, if any.

In case the borrower is unable to replace the books that are lost, he / she will be levied a penalty two times the cost of the book plus Rs.100/- Processing charge plus overdue charges, if any

8. RESERVATION OF BOOKS

The members can reserve the books in the reservation register at the library counter. The availability status shall be informed to the members by email. The reserved book/s will be kept at the issue counter for 2 days. If members fail to collect the book/s within 2 days, the books will be given to the next member in the wait list.

9. GENERAL

- All members should display their identity cards prominently and it should be produced to the security if required.

- Personal books, files and other articles (except a small notebook or loose sheets of papers) are not allowed inside the library. Members have to deposit their personal belongings at the Deposit Counter near the entrance.
- Silence should be strictly observed in the library.
- Use of cell phones inside the library is prohibited.
- A member shall be responsible for any damage caused by him/her to the books or other institute properties. If found so, he/she will be required to replace the book or other damaged property.
- Misbehavior in the library will lead to cancellation of membership and also lead to serious disciplinary action.
- Any marking or writing inside the books by the members is strictly prohibited. If any damage/markings is found, the member should replace the book.
- These rules notwithstanding the decision of the institute authorities in all matters shall be final and binding.

CHIEF LIBRARIAN

DIRECTOR