



## NIFTEM-T Knowledge Centre Rules and Regulations

1. The students/scholars and outsiders entering the Library shall deposit their bags and other belongings at the property counter and sign in the Register at the checkpoint.
2. The students/scholars are advised not to leave their valuables at the property counter. Library shall not responsible for any loss of personal belongings.
3. All belongings such as files, books and notebooks must be presented to the security guard at the checkpoint for inspection while leaving the Library. Library does not permit any exception in the observance of this rule.
4. No visitor or guest is permitted to use the Library without the prior permission of the Librarian. He / She is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.
5. Bags, Big handbags, Raincoats, Jerkin and Casual wears are strictly prohibited inside the library.
6. ID Card is compulsory for entering into the library
7. Library users are strictly prohibited from taking their own Books & Spiral Bound Books, borrowed and stamped books again inside the library
8. The notebooks and the Library books for returning to library only will be allowed inside.
9. Books removed from the shelves by students, if not required for reference, should be kept on table nearest to them. Please do not try to shelve them yourself. Also remember that a book misplaced is a book lost.
10. Beverages and Eatables are not allowed inside the library.
11. Conversation and discussion disturb library ambience. Therefore, all must maintain dignified silence.

12. Using of Cell Phones inside the Library premises should be avoided.
13. No photograph of the Library shall be taken without the prior permission of the Librarian.
14. All the users of the Library will be provided with Online Membership to utilize the Library facilities and services.
15. Students/Scholars are advised not to issue Books to others on their names.
16. Reference Documents like Dictionary, Encyclopedia, Year Books, Journals (Loose & Bound), Theses, Project Reports, Census, Handbooks will not be issued out.
17. Books will be issued only against the production of Users Identity Card.
18. Borrowed books & other documents should be protected from RAIN, DUST, INSECT, etc.
19. The following conditions are to be followed for the renewal of books.

- i) The book has to be physically produced in the Library for renewal.
- ii) No remainders will be issued to individuals.
- iii) Circulation Policies:

S.No	Membership Category	No of books - Entitlement	Lending Period (days)	No. of Renewals
1.	U.G students	2	21	2
2.	P.G students	3	21	2
3.	Ph.D scholars	4	30	2
4.	Faculty	10	120	No
5.	Non Teaching Staff	2	120	No
6.	Research Scholars (PA/SRF/RA)	2	21	2

20. The books should be returned on or before the due date, marked on the date label.
21. A penalty of ONE RUPEE will be charged per day after the due date for books.

22. Students and Staff who leave the Institute for any reason should surrender all the Library Books before they leave the Institute.
23. Absence from the Institute will not be allowed as an excuse for the delay in the return of books.
24. Students indulging unhealthy practices such as stealing Library documents, tearing or damaging the documents will be severely punished.
25. Writing or underlining in a book or tampering with a book in any manner is strictly prohibited.
26. Under special circumstances, the Librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.
27. For loss of Library Books, user has to replace with a brand-new book with the same ISBN or to remit double the original purchase cost of the book. If the Book lost belongs to a set of Multi volume books, the cost of the entire set of volume will be recovered from the borrower.
28. RFID Tags have been pasted in the Books for security and circulation purpose. If the Tag is found torn/damaged/lost when used by the borrower, a token fine of Rs. 500/- will be charged as a Technical Processing Fee.

**29. Library Working Hours:**

Monday to Friday: 9.30 am to 8.00 pm

Saturday : 9.30 am to 6.00 pm

Circulation hours: 9.30 am to 6.00 pm

Library remains closed on Sunday, Gazetted Holidays and all 2nd Saturday.

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