



N D R K INSTITUTE OF TECHNOLOGY, HASSAN

LIBRARY RULES

LIBRARY CARD / BOOKS ISSUE AND RETURN / BOOK RESERVATION RULES:

1. **Strict Silence** shall always be observed in the Library.
2. All the students shall produce their **identity card at the entrance**.
3. All the students shall sign in the **login register** at the entrance of the library as a token of their acceptance to adhere to the rules of the library.
4. Library cards are not transferable.
5. Only four books can be borrowed.
6. Members are responsible for all the books borrowed on their cards.
7. Students should return the library books/cards **at the end of the academic** year and obtain “No Due” certificate.
8. Students should produce their **ID card** at the time of borrowing books.
9. **Reference books will not be issued** but available for study within the library.
10. Tearing of sheets from books and newspapers is strictly prohibited.
11. Books other than reference books will be issued to students for a period of **15 days** and to faculties for a period of one semester.
12. One renewal of books will be allowed provide there are no reservations against these books. For renewals, students must present books in person. [That too more book are available on same title and author].
13. **Before leaving the issue counter, students must satisfy themselves that books issued to them are in good condition. Any damage to the books should be immediately reported to the librarian failing which, the students to whom the book was issued will be held responsible.**
14. Books that are in much demand may be lent for a shorter period and books lent out may also be recalled at any time.
15. **Absence from the institute will not be permitted as an excuse for delay in returning books.**
16. **Underlining, marking, folding, disfiguring the pages of the books will not be allowed. Borrowers will be held responsible** for any damages caused to the books found at the time of return.
17. Multi-volume books, reference books, dictionaries and rare books, gate books will not be lent.

18. Students can reserve books which are already issued through computer also. The books, after their return, **will be kept at the counter for one day for issue to those who have reserved them.** If they fail to collect the said books within one day these books will be issued to the students in the waiting list.
19. All the students should produce their identity cards to the concerned authority as and when required.
20. **On no account, with personal books, files and other articles** (except a small note book or loose sheets of paper) **are not allowed inside the library.**
21. Any marking or writing on the book by the students is strictly prohibited.
22. **Misbehavior in the library will lead to the cancellation of membership and also serious disciplinary action.**
23. Notwithstanding these rules, the decision of the authorities of this **institution in all matters shall be final and binding.**

LIBRARY RULES AND REGULATIONS:

The library remains open from 8.30 a.m on all working days for the purpose of reference, issue and return transactions. There is a collection books according to the AICTE norms, it also subscribes e-Journals from VTU e-Consortium and DELNET, **10 newspapers and 07 magazines** of India. The college has a policy of buying multiple copies of many of the books. Every effort is made to obtain all the titles recommended by the faculty. There are no budget approvals when it comes to buying books students need not be handicapped for want of reference material at anytime. For loss of borrowing cards and books should be reported to library immediately. Duplicate ticket will be issued on their request. In the event of any book being lost, it shall be replaced by another copy by the concerned and overdue charges will be levied. In case the borrower is unable to replace, twice the cost of book and overdue charges, if any, will be levied from the borrower. Final year students should return all the books and surrender library borrowing tickets on or before commencement of the final examination (and obtain “No dues Certificate”).

WORKING HOURS:

The library works from 8.30 am to 5.00 pm on all working days and 8.30 am to 2.00 pm on Saturdays.