



GUIDELINES FOR THE MEMBERS OF CENTRAL LIBRARY

***Do's:**

- Identity Cards are mandatory to enter the library.
- Scan the ID card in the in-out Management system which is kept at the entrance.
- Deposit your personal belongings in property counter.
- Maintain absolute silence and decorum inside the library.
- Use the OPAC system for locating the books.
- Contact Library staff, if you can't find the books.
- Maintain silence and wait for your turn at the PC and the Photocopy facility

Don'ts:

- a) Talking /whispering /discussions inside the library are strictly prohibited.
- b) Do not damage or mutilate the books in any manner.
- c) Do not write anything in a book. Remember, it is not your personal property!
- d) Do not misplace books; intentionally or otherwise. A misplaced book is as good as lost!
- e) If you notice somebody intentionally misplacing/ hiding or damaging a book, inform the library staff immediately.
- f) Leave the books on the table after use. Do not put them back on the rack; the library staff will do this job for you.
- g) Eatables are strictly prohibited inside library.
- h) Stealing books or pages from a book is a serious offence and will attract severe punishment.