

LIBRARY RULES & REGULATIONS

The Central Library of **Deepshikha College of Technical Education** is committed to providing a peaceful, resource-rich, and technology-enabled learning environment. All students, faculty members, research scholars, and staff are expected to observe the following rules to ensure the effective utilization of library resources.

Library Vision

"To provide quality information resources, modern learning facilities, and innovative library services that promotes academic excellence, research, lifelong learning, and professional development."

Library Mission

- To support the teaching-learning process through quality information resources.
- To promote reading habits, research, and innovation.
- To provide equitable access to print and digital knowledge resources.
- To develop information literacy and lifelong learning skills.
- To deliver efficient, user-friendly, and technology-enabled library services.

Library Moto

"The Library is the Knowledge Hub of the Institution—Empowering Minds through Learning, Research, and Innovation."

1. General Rules

1. The library shall remain open as per the notified working hours.
2. Every user must carry and produce a valid **College Identity Card** while entering the library.
3. Entry in the library register or biometric attendance (if applicable) is mandatory.
4. Complete silence and discipline must be maintained inside the library.
5. Mobile phones must be kept on **silent mode**. Talking on mobile phones inside the library is strictly prohibited.
6. Eating, drinking, smoking, and chewing tobacco are strictly prohibited inside the library.
7. Personal belongings should be kept only at the designated property counter. The library will not be responsible for any loss of personal items.
8. Users shall maintain cleanliness and proper decorum within the library premises.

2. Membership

1. All enrolled students, faculty members, and staff are eligible for library membership.
2. Membership becomes active after completion of the admission or appointment process.

3. Library membership is non-transferable.
4. Borrowing privileges may vary according to the category of the member.

3. Borrowing of Books

1. Eligibility

- Borrowing privileges are restricted to registered library members only.

2. Identity Card

- A valid **College Identity Card/Library Card** must be produced while borrowing library materials.
- The Identity Card is **non-transferable** and must not be used by any other person.

3. Condition of Books

- Members must carefully examine the book for missing pages, damage, markings, or other defects before borrowing.
- Any discrepancy should be reported to the library staff immediately; otherwise, the borrower will be held responsible.

4. Care of Library Materials

- Borrowers are responsible for the books issued in their name.
- Any lost, damaged, defaced, or mutilated book must be replaced with the latest edition of the same title or compensated as per the library rules.

5. Loss of Identity Card

- Loss of the Identity Card should be reported immediately to the Librarian.
- A duplicate card may be issued as per the College rules.

6. Return and Re-Issue

- Books returned to the library will **not normally be re-issued on the same day**.
- Renewal or re-issue of books is permitted only if there is **no reservation or claim** from another user.

7. Loss of Books

- Loss of a borrowed book must be reported immediately to the Librarian.
- Any overdue fine, if applicable, will be calculated up to the date on which the loss is officially reported.

8. Overdue Fine

- A fine of **₹2.00 per book per day** shall be charged for books returned after the due date.
- Continuous non-return of books for more than **10 days** may result in suspension or cancellation of borrowing privileges until all dues are cleared.

9. Non-Issuable Materials

The following materials are meant for **Library Reference Only** and shall not be issued:

- Reference Books
- Encyclopedias
- Dictionaries
- Theses & Dissertations

- Journals and Periodicals (Current & Bound Volumes)
- Newspapers
- CDs/DVDs and Multimedia Resources
- Rare and Special Collection Materials

10. Verification of Transactions

- Members should verify the books issued or returned immediately after every transaction.
- Any discrepancy must be reported to the library counter immediately. Complaints made later may not be entertained.

11. Shelving of Books

- Users should not re-shelve books after use.
- Books should be left on the reading table or designated book trolley.
- A misplaced book is considered unavailable to other users.

Borrowing Privileges

Category of Member	Maximum Books Permitted	Loan Period
Teaching Faculty	6 Books	180 Days
Non-Teaching Staff	5 Books	180 Days
Students	3 Books	15 Days

4. Return of Books

1. Borrowed books must be returned on or before the due date.
2. Members shall ensure that books are returned in good condition.
3. No member shall leave the institution without obtaining a **Library No Dues Certificate**.

5. Loss or Damage of Library Materials

1. Borrowers are responsible for the books issued in their names.
2. Any loss, damage, marking, tearing, or defacement of library material must be reported immediately.
3. Lost books shall be replaced with the latest edition of the same title or compensated as per the rules approved by the Library Committee.
4. Repeated negligence may result in suspension of library privileges.

6. Reading Room Rules

1. Silence must be maintained at all times.
2. Group discussions are not permitted inside the reading room.
3. Chairs and tables should not be moved without permission.
4. Reading materials must be returned to the designated location after use.

7. Digital Library & Internet Usage

1. Computers and internet facilities shall be used strictly for academic and research purposes.
2. Accessing objectionable, illegal, or non-academic websites is prohibited.
3. Users shall not install software or alter computer settings.
4. Downloading copyrighted material without authorization is prohibited.
5. Users must log out after completing their work.

8. Use of E-Resources

1. E-books, e-journals, and digital databases shall be used only for educational and research purposes.
2. Sharing institutional login credentials is strictly prohibited.
3. Bulk downloading or misuse of subscribed resources is not permitted.

9. Newspapers & Periodicals

1. Newspapers and magazines shall be read only within the library.
2. They should be returned to the designated rack after use.
3. Cutting, marking, or removing pages is strictly prohibited.

10. Code of Conduct

All users shall:

- Respect library staff and fellow users.
- Handle books and equipment carefully.
- Maintain discipline and silence.
- Follow the instructions issued by the Librarian.
- Preserve library property.

11. Fine & Penalty

1. Overdue books may attract a fine as prescribed by the College from time to time.
2. Members with outstanding dues may not be permitted to borrow additional books.
3. Clearance of all library dues is mandatory before the issuance of certificates, mark sheets, migration certificates, or degree documents.

12. Library Services

The Central Library provides:

- Book Lending Service
- Reference Service
- Reading Room Facility
- Digital Library
- OPAC (Online Public Access Catalogue)

- Current Awareness Service (CAS)
- Selective Dissemination of Information (SDI)
- Newspaper & Periodical Service
- Reprographic/Photocopy Facility (subject to copyright provisions)
- Internet & Wi-Fi Access
- User Orientation Programmes
- Information Literacy Training

13. Working Hours

Day	Library Timing
Monday to Saturday	09:00 AM – 05:00 PM
Sunday & Government Holidays	Closed

(Working hours may be revised by the College from time to time.)

14. Rights of the Librarian

The Librarian reserves the right to:

- Recall any issued book whenever required.
- Refuse or suspend library facilities in case of misuse.
- Amend library procedures with the approval of the Principal.
- Enforce these rules to maintain discipline and safeguard library resources.

15. General Instructions

- Keep your Identity Card with you while using the library.
- Report any damaged books at the time of issue.
- Do not marks, underline, fold, or write in library books.
- Switch off or silence mobile phones before entering the library.
- Use library resources responsibly and ethically.
- Help maintain a quiet and learner-friendly environment.