



Date: 01.08.2019

Library Rules and Regulations

The rules and regulations of the library are as follows.

- To make use of the library resources, first enroll yourself as a library user
- Bring 2 stamp size photographs to issue the library user card
- Students are allowed to borrow 10 books from the Main Library for 14 days and 5 Books from Book Bank for one semester. The defaulters will be charged a fine of Rs 1 per day. At the end of the program, they must return those library user cards.
- Without producing the library card, no books will be issued.
- Students can avail a borrowing facility during the library working hours.
- Reference books/ Journal/Magazines /Bound Journals/Project reports will not be issued to the students. They are only available for reference.
- All the students are required to bring their Identity Card issued from the Library while coming to the library and it must be produced before the library staff if asked for identification.
- Books issued to the students are not allowed inside the library.
- Students are not allowed to take books, files, printed materials, or any articles inside the library. Personal belongings must be kept outside the library in the property rack.
- Borrowing and returning books must be done through the circulation counter. This facility is not available on Sundays and holidays.
- Library users must return the library item at the end of the borrowed permit of 14 days if there is a "**hold**" request / **reservation** for the book in the library or if the book is not located in the shelves and the recent returns are not located at the shelves. The reservation form is available at the circulation counter. The staff will place a reservation on your record as soon as possible, usually within 48 hours. Reservations are placed strictly on a 'First come first served' basis.
- All books/journals and other library materials are to be used with care.
- If the book is not returned even after one month from the due date stamped, the matter will be reported to the Director for necessary action.
- Books issued from the lending section on the user card cannot be returned on the same day
- Students are requested not to replace the books in the shelves themselves after their returning; they must return them at the counter.
- Library book, if lost, has to be replaced by the concerned user by the latest edition or pay double the latest cost of the book. A form is maintained in the counter, which has to be filled by the borrower at the time of replacement. Fine will continue until the replacement of the book.
- Engaging in conversation/discussion/group study inside the reading halls is strictly prohibited

31 JAN 2020

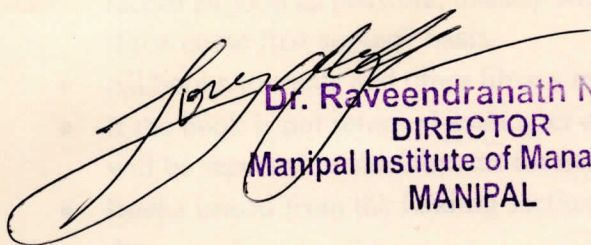


SCHOOL OF MANAGEMENT MANIPAL

(A constituent unit of MAHE, Manipal)



- The student must maintain silence inside the library.
- Students wearing shorts are not allowed inside the library.
- All the students must enter their name, and registration number in the register kept at the entrance.
- Misuse of the library facility may lead to the withdrawal of user membership and penal action by the institute.
- Chairs and tables and other library equipment, fittings, and furniture may not be marked, defaced, disarranged. Users should not place their feet on chairs or tables.
- Users should not reserve seats either for themselves or for others by leaving library material or personal property on a reading table.
- Personal belongings should not be left unattended. The library cannot be held responsible for any loss or damage of personal belongings.
- Smoking, eating, drinking (except water), sleeping, and talking loudly are strictly prohibited in the Library.
- Mobile phones are to be switched off or to be kept on silent mode in the library reading halls.
- Computers are for educational use only. The use of the Internet in the library is for reference work. Accessing unauthorized sites, playing games, chatting, etc. are strictly prohibited.
- Library users should not change settings on the computers provided in the library.
- Users may not connect to the Library's electrical data or telephone supply.



Dr. Raveendranath Nayak
DIRECTOR
Manipal Institute of Management
MANIPAL

Dr. Raveendranath Nayak

DIRECTOR