

Circulation Rules:

1. Issue of Books:

1.1 Books will be issued to the users for home study on the following basis

Sr. No	Designation	Books	Journals	Days
1.	Teaching Faculty	2	–	15 days
2.	Postgraduate Students	1	–	7 days
3.	Interns	1	–	7 days
4.	Undergraduate students	2	–	7 days
5.	Fellowship students	1	–	7 days
6.	Ph D students	1	–	7 days
7.	CCMP students	1	–	7 days
8.	DMLT Students	1	–	7 days

1.2 The issued books will be renewed ONLY once for all library users.

1.3 Members to be personally present for borrowing books from the Library.

1.4 Books that will not be issued. Reference books, rare, Dictionaries, Encyclopaedia & Atlases, Loose Leaf Volumes, If only Single copy is available in library.

1.5 No Sub lending of the books borrowed from the Library is permitted.

1.6 Books and other materials that have been issued out of the library are liable to be recalled at any time and when so recalled they must be returned at once.

1.7 Before leaving the counter the borrower of the book should satisfy himself/ herself as to whether the book is issued to him/her is in good condition. If a book found defective in any respect, He/ She should immediately bring the matter to the notice of the Librarian. If the book is found in damaged condition at the time of returning, the borrower will have to replace the book.

1.8 Tracing or mechanical reproduction, underlining or taking out pages from the books, disfiguring of the books is strictly prohibited. In such cases the member will have to replace the book or will have to pay the price of the latest edition of the said book.

2. Delay in Returning Books:

- The entire book issued for home use to students and teaching staff must be returned to the Library within the specified period.
- For students a fine of Rs.10 per day will be charged for the period of delay. Monthly details of the same will be sent to the Students Section.
- If books issued to the teaching staff members are not received within the specified period, the reminder for returning or renewal of the books would be sent to them. If in spite of sending 2 reminders, for the return of books, the teaching staff does not respond, then a fine of Rs.10 per day will be charged.

3. Loss of Books:

- If someone has lost a book borrowed from the library, the concerned will have to pay the cost of the latest edition of the book within one month.

4. Journals:

- No journals will be issued for home reading.
- Journals will be available for reading in Central Library Journal Section only for teaching faculty and PG students. Xerox facility is available if required with prior permission from librarian.