

DNLU Library Regulations for the Students

General Regulations:

- Registration is needed for using the library. The Registration form will be provided by the library.
- A library membership card is required to be shown at the entrance or counter whenever required.
- While entering the library, students should deposit their personal belongings at the property counter at his/her own risk. Eatable and Soft drink etc. are strictly not allowed in the library.
- Readers are advised not to leave their valuable items like money, passports, credit cards etc. at the property counter.
- Every member/user while entering the library should sign and fill the necessary information at the gate register kept at the entrance.
- Students should maintain silence in the library and should not disturb other users in any way. Use of mobile phone for call, sending and receiving SMS etc. are prohibited in the library.
- The library card is not transferable and its loss must be immediately reported to the library. Users will be held responsible for misuse of his/her library card.
- Users should not rest or keep their feet on tables, chairs, shelves, etc.
- No books or material shall be carried / taken out of the library without the knowledge of the Librarian / Library staff.
- Books can be borrowed only against the library ID issued to the borrower.
- Duplicate library membership card will be issued on fine of Rs. 50/- per card.
- The library reserves the right to recall any issued book even before the due date.
- Students can also suggest books for procurement by obtaining approval from the Dean of Academics/Head of Department. The library will include all approved books in the next supply order.

Circulation:

- Circulation of book will be done on all working days from 8.00 AM to 8.00 PM and on holidays at 10.00 AM to 5.00 PM
- Students can borrow 2 lending category books at a time. The books can be issued for a maximum period of five days, after which if a book is not returned to the library on or before the due date, the borrower will be fined as per the fine rules.
- While borrowing books, if the borrower finds pages missing, mark in the books or highlighted, it should be informed to the library staff at the counter. After issuing books, he/she will be responsible for the condition of book.
- Loss of issued book must be immediately reported in writing to the library, after due date the borrower has to pay overdue charges till the reporting time of lost books and user also has to deposit the same book of the latest edition to the library. For those books which are not available in the market may cost more to the borrower. The fixation of the penalty in such a case will be done by the Librarian.
- Readers are responsible for books issued against their cards.
- Reference books, journals (Back volume and loose issued), reports, conference, seminar proceedings, Newsletter, Dissertations and other non-lending materials should be read within the library. Students can borrow only lending category books.
- Borrowers must be satisfied about the physical condition of the book before borrowing, otherwise they will be held responsible for any damage later or at the time of return.
- The book returned will be reissued only if extra copies of that book are available in library shelf.



- No library documents shall be issued during vacations.
- By writing an application to the Librarian, moot participating team can issue total of ten books at a time for fifteen days. After that they have to return or renew books. Fine will be the same according to the fine rules. Only moot subject related books can be issued, not others. Whole team members are responsible for books issued for the team.

Overdue Charges:

Sl. No.	Number of Days Overdue	Fine
1.	1-4 days	Rs. 5/Day
2.	5-9 days	Rs. 10/Day
3.	10 Days & Above	Rs. 15/Day (After 19 Days Library Services may be suspended till further orders)

Time schedule:

- The Time Schedule of the library is Subject to change according to the decision of the Library Committee with prior notice.
- The Library will remain open from 8:00 AM to 12:00 AM Monday to Saturday.
- During vacations, Sunday and Government holidays, Library will remain open from 10:00 AM to 5:00 PM
- Users must leave the library 10 minutes earlier to ensure proper checking and locking of the library.

E- library:

- Computers in the library premises should be used for academic purposes only.
- Online chatting/dating, browsing of social networking sites are prohibited. Strict disciplinary action will be taken against the student concerned in such a case.
- Playing games on computers is strictly prohibited in the entire e-library premises.
- Changing the setting and display of the computers kept in the e-library is not permitted.
- Personal keyboard, mouse, etc, are not allowed inside the e-library.
- Students must take care of their pen drives, CD/DVD ROMs, Mobiles and wallets etc.

No Dues:

- On completion of course, library cards is to be deposited in the library. If the member does not return the cards has to pay a fine of Rs.50/- per card.
- **The Librarian may regulate the use of books in such a manner as he/she deems fit. In case of great demand, books issued may be recalled at any time by the Librarian. All residuary powers regarding the use of reading material, provision of other services and the maintenance of discipline and decorum in the Library shall rest with the Librarian.**
- **These rules are subject to revision/update from time to time for smooth functioning of the Library.**