

## Library Rules and Policy

- All faculties, students and staff of the institute are entitled to become library members.
- Membership is allowed only after submitting a duly filled in and signed membership form, duly recommended by the concerned HoDs or Director (in case of faculty and staff members).
- A user must be a bona fide student/ faculty member of DME to be able to borrow books / use the library services.
- All students must present their college IDs / Library IDs before borrowing any library materials.
- Library materials may not be removed/taken from the library unless library staff has issued such materials.
- Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
- All borrowed materials must be returned on or before the due date
- Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students and the borrower himself/herself is responsible for safety of books in all situations.
- All reserve materials must be returned at the specified time.
- Printouts and photocopies are chargeable.
- Proper silence should be maintained in the Library
- Students are not allowed to enter in the Library without Library card.
- Library cards must be signed by Librarian. Otherwise it will not be authentic.
- Reference books, newspapers, journals, magazines, bound volumes of journals can only be used within the library.
- Strict silence, decorum and discipline must be maintained in the library. Use of mobile phone is strictly prohibited.
- Smoking, eating, sleeping and talking loudly are strictly prohibited in the library
- Documents taken out of the shelves must be left on the table. Re-shelving of the books is not encouraged as it may get misplaced.

- A non-member can use the library material in the library premises only with the permission of the Librarian.
- Readers should not mark, underline, write, tear pages or otherwise damage the library documents.
- Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership and may be debarred from using the library facilities.
- Suggestions on all aspects, of library services are welcome.

#### **Issue/Return Rules**

- Books may be issued between 9:30 AM – 4:30 PM during working days at DME.
- Books may be borrowed as per the time period outlined:

**Students:** 3 books for a period of 14 days (thereafter reissue)

**Faculty members:** 5 books for a period of 3 months (thereafter reissue)

**Non-teaching staff:** 3 books for a period of 3 months (thereafter reissue)

#### **Fines Applicable**

- **Overdue Books:** Fine at the rate ₹ 5 per day per book; Maximum fine not to exceed three times the price of the book.
- **Loss/Damage:** Users must replace the lost/damaged books at own cost within 30 days, along with fine, if any. Maximum fine not to exceed three times the price of the book.
- **Loss of Overdue books:** Fine stops accruing once the book is reported as lost to the Library Staff. Users must replace the lost/damaged books at own cost within 15 days, along with fine, if any. Maximum fine not to exceed three times the price of the book.
- **Loss of Library Card:** In case of loss of library card by the user, new card will be issued on payment of ₹100.

#### **Library Timings**

Monday – Friday: 9:00 AM to 6:00 PM

Saturday: 9:00 AM to 4:45 PM

*Kindly note that the library shall be closed on Sundays and all other holidays as approved by DME.*

