

AIIMS MANGALAGIRI

CENTRAL LIBRARY

Library Policy and Procedures

WORKING DAYS & TIMINGS

Sl. No	Description of schedule	Working Days	Timings
1	Library Opening Hours & Reading Room facility	Monday to Saturday	09.00 am to 10.00 pm
		Sunday	09.00 am to 05.00 pm
		Holidays	09.00 am to 05.00 pm
2	Circulating Hours (Book issue & return)	Monday to Saturday (No circulations during Sundays and Holidays)	09.00 am to 10.00 pm

RULES

Sl. No	Category	Rules	Sub-rules
1	Entry	Entry	Valid Institute Photo Id card/ Library Smart card; Sign on visitor register on every entry and exit. Smart card alone be used for entry/ exit, once RFID systems are installed.
2		Library Membership form	Membership form will be provided to fill it up and submit to Library
3	Books	Books (Nos.) allowed for Issue	Only one book will be issued to one member per instance.
4		Periodicity of Issue	Books other than reference books will be issued to all members for a period of 7 days only.
5		Renewal of Books	One renewal for a further period will be permitted, if there are no reservations against these books. For renewal, books have to be presented physically at the library counter. Absence will not be accepted as an excuse for the delay in the return of books.
6		Late fine	Return/ Renewal Books on time, other-wise

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			penalty attracts/ imposed as given below: `Books – INR 5/- per day
7		Mode of Fine	Receipt for the payment of fine is being given, at the cash counter of Accounts Office/ where-ever exists in the campus
8		Book issues with proper accountal	No student is allowed to take away the books out of the library without proper issue/ entry. All books issued for home reading will be entered in computer/registers by the library staff.
9		Reference Service	Two (02) books of the same title are maintained in the Reference Section.
10		Books/ Documents not for Issue	Reference Books, Encyclopedias, Dictionaries, Periodicals, Student Project Report, Dissertations, Theses and back Volumes will not be issued and THEY ARE ONLY FOR REFERENCE. Xerox is permitted only on permission from the Faculty Incharge Library.
11		Precautions to take while collecting the Book from Library	Members, before leaving the counter must satisfy them-selves as to whether the books, which they intend to borrow, are in good condition and any damage/marking should be immediately reported to the Librarian failing which the member to whom the book was issued last will be held responsible.
12		Loss of ID card	Loss of ID cards should be reported immediately in writing to the Librarian and ID Number has to be blocked in the Library to avoid misuse of the card. Duplicate card will be issued on payment of Rs. 100 (Rupees one hundred only) Before reporting of lost card, any loss arising from misuse of the card will be the sole responsibility of the card holder.
13		Damage or loss of Books	All books are to be used with care. If a book while under issue to anyone be damaged or lost, the person in whose name the book is issued, will be held responsible for the cost of

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			repair to the satisfaction of the Library Committee or replacement if the damage cannot be satisfactorily be made good. In the case of irreparable damage to or loss of a book which cannot be replaced, the cost so decided shall be as per the cost of the current edition available in the market irrespective of the edition of the lost book.
14		Do not re-shelve Books	Please keep the Books as are where are, after your reading. If trolley is available, please leave them in the trolley kept near-by and please refrain from hiding & intentionally mis-shelving books
15	General	Eatables/ Smoking Prohibited	Eating / Smoking/ Chewing items are strictly prohibited in Library premises; Water Bottle is allowed
16		Cell Phone	Switch off or keep in silent mode. Please take your conversation at the stair case lobby or outside library premises/ building
17		Be Quite/ Behaviour	Absolute SILENCE is to be observed. Readers in the library are prohibited from engaging in conversation; misusing/defacing the furniture or conducting discussions and marking/highlighting in the library materials (books / journals etc) in any manner
18		Furniture and Equipment in intact position	Library equipment and furniture are for all library users. Chairs and table in the library are to be used for the purpose that they are provided for. Users are requested not to misuse the furniture for any other purpose like sleeping, stretching, etc. Please leave equipment at their respective place. If you need some thing extra, please inform Library staff
19		Personal Belongings	Keep Personal Belongings at the Property Counter. Bags, briefcases, laptop bag etc are NOT allowed to be taken inside the library. They can be deposited in the property counter provided near the entrance of the library against token.

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20		Good Behaviour	Persons making use of the library shall observe the regulations.
21		Use of Computers	Do not use computers for gaming and movie purpose. Unscrupulous use may lead to barring from Library.
22		Security Check	Present 'outgoing documents' to Security for security check
23		Complaints, if any	Any complaint regarding issue of books, periodicals etc shall be made by the students concerned to the Faculty Incharge Library in writing. The Librarian must report to the Faculty Incharge Library, immediately when a book is carried without authorization by the student outside the premises of the library.

NOTE: The Library Committee is empowered to make/ change rules from time to time whenever situation warrants.


 Consultant - Senior Librarian


 Faculty Incharge Library