

# CENTRAL LIBRARY @G L Bajaj

## General Instructions:

1. Bring your identity card while you visit to library. Without I-card you may be asked to leave the library.
2. Loss of identity card to be reported immediately in writing to the concern authority.
3. No one is allowed to take his personal/issued books inside the library.
4. Change in department, status, address etc. to be informed and the tickets corrected.
5. Please handle documents with great care as they are costly and valuable, particularly lease issue of periodicals.
6. All books and if required, the contents of all briefcases, etc. which are being taken out of the library, are subject to inspection at the Check Point. Please Co-operate.
7. On violation of Library Rules or misconduct of any reader, the library authorities can withdraw the library facilities to that particular individual.

### *Please 'Do':*

**Make your entry at the check point, while entering the library.**

**Show the documents which are being taken out of the library, to the staff at check point.**

**Contact the staff on duty/section staff for any queries.**

**Keep the Library premises tidy.**

### *Please 'Do not':*

Move books/journals from its specific area to another area

Write in a book/journal unless it is your cheque book

Give borrowers cards to others.

## User's Co-operation is solicited in the following matters:

1. Silence is to be strictly observed.
2. Smoking and eating is prohibited.
3. Users are requested to avoid talking or discussion that will disturb other readers. Reading halls are meant for individual study only.
4. Care must be taken to see that the library walls, furniture and reading materials are not spoiled/damaged/soiled in any way.
5. Chairs and tables should not be disturbed from their position.
6. Readers are requested to switch off their Mobile phones.
7. Users should avoid resting their feet on tables, chairs, shelves, window sills.
8. Books and bound volumes should be handled with great care.

9. Pages must not be folded to serve as book marks.
10. A book once taken out of the shelves must be left lying on the nearby tables. Library staff will replace the book at the proper shelf.
11. Mutilation and disfiguring of pages of library materials by ink or pencil marks are prohibited.
12. Defects found in the books and bound volumes taken out for reading or borrowing should be brought immediately to the notice of the staff on duty.
13. Books loaned should be protected from RAIN, DUST, INSECTS, etc.

## General Rules and Regulations Central Library

**Objectives:** GLBITM Library as a central facility aims to cater to the academic needs of staff and students in pursuit of excellence.

**Membership:** Membership for the GLBITM library is open for its students, faculty members, technical and administrative staff. However, Director has the authority to permit any outsider for using the library facilities. No fees will be charged for membership.

### Issuing the Book ('s)

#### Category : Students

<i>No. of Sources</i>	<i>Durations</i>	<i>Fine</i>
<b>No. of Book('s) – 04</b>	14 Days	Rs. 05/- per day after the due date
<b>No. of Book('s) – 01 Each Sub.</b>	One Semester*	Rs. 05/- per day after University exam
<b>No. of CD/DVD etc. - 02</b>	2 Days	Rs. 50/- per day after the due date

#### Category : Faculty Members / Staff

<i>No. of Sources</i>	<i>Durations</i>	<i>Fine</i>
<b>No. of Book('s) – 02</b>	14 Days	Rs. 10/- per day after the due date
<b>No. of Book('s) – 04 Each Sub.</b>	One Semester*	Rs. 10/- per day after University exam
<b>No. of CD/DVD etc. - 02</b>	2 Days	Rs. 50/- per day after the due date

**Note:** 1. Books can be reserved for the users in case of non-availability.

2. Members will have to return the books, irrespective of the date of return, as and when required by the library.

3. In case of loss of book(s) the users should replace the same book(s) or will pay double cost of the book(s).