

Library Rules & Regulations

Circulation



(Issuing and returning of Books - Timing from 9:00 AM TO 5:00 PM)

General Rules

- While entering the library except laptops, Users are not allowed to carry their personal belongings (bags, brief-cases, parcels, personal or issued books etc.) and eatable items (biscuits, cookies, fruits, chocolates, cold drinks, tea/coffee, etc.). Their belongings should be deposited at the property counter.
- Use of cell phone and smoking inside the library is strictly prohibited.
- Library's photocopying services and printing Pages from the Internet are fee based (Re 1/- per expose and Rs. 2/- per page respectively) and the users must comply with relevant copyright legislation.
- Books or other materials taken from the stacks should not be re-shelved by the User and should be left on the tables to avoid misfiling. Remember that a book misplaced is, a book lost.
- Users should not deface, mark, cut, mutilate or damage library material in any way. If anyone is found doing so, he/she will be charged with the full replacement cost of damaged material and may lead to suspension of library account and be barred from entering the library.
- Users should maintain calm in the library and should not disturb other users in any way.
- Library's computing facilities are meant for MCET faculty members, students, staff and registered library members only.
- Users of the library should note that all e-resources subscribed are licensed materials and cannot be shared with outside community as it may lead to copyright/license violation.

- Readers are requested to handle the Library property carefully to avoid damage.
- Readers leaving the library should allow the library/security staff to examine their personal belongings.
- The library rules and regulations shall be modified from time to time and shall be binding on all concerned

Working Hours

The Library remains open between 08.30 AM to 5.30 PM and the issue/Return of the documents will be from 09.00 AM to 05.00 PM on all working days.

Borrowing entitlements for Teaching Staff/Non-Teaching Staff/Students

No of Books / Periodicals can be issued

S.No.	Borrowers	No. of books	Period
1.	Teaching Staff	3	One Semester
2.	Non- Teaching Staff	3	15 days
3.	Students	3	15 days

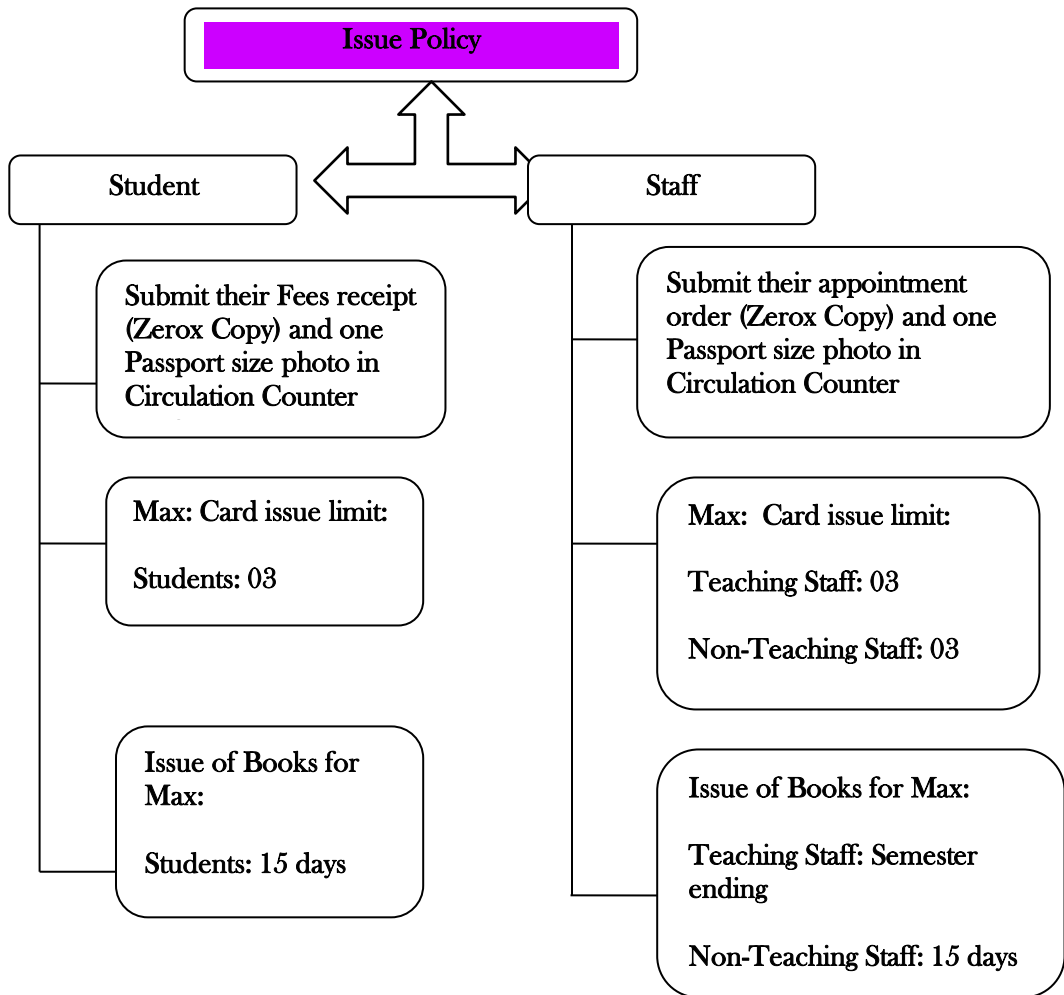
- The class toppers from each branch, in each academic year will be given an extra Library card.
- Faculty pursuing their Ph.D. will get 2 Extra Library Cards based on the production of the relevant documents

Issue regulations

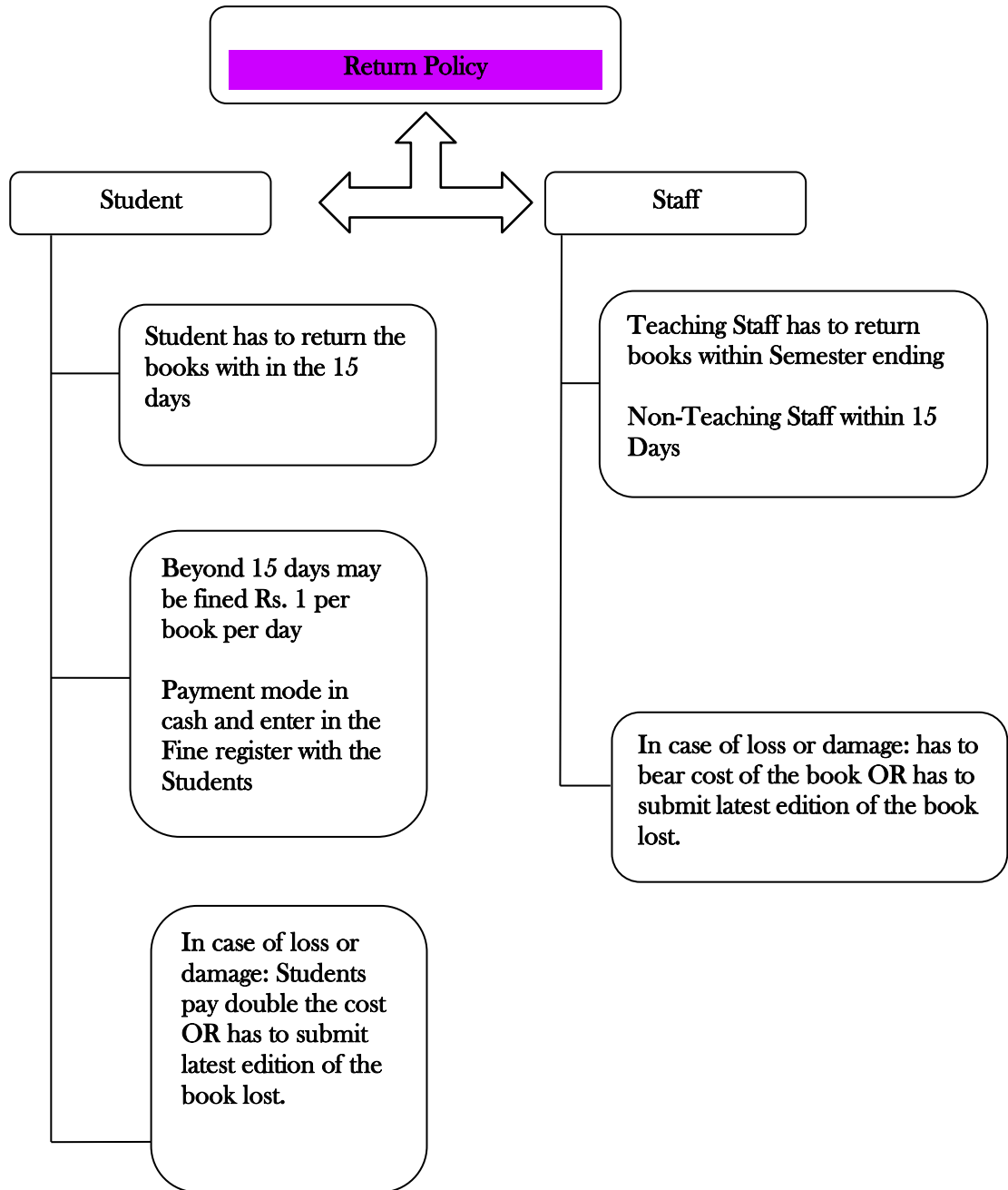
- An over-due charge of Re.1/- per day shall be charged against each book/document not returned within the due date.
- A document issued may be renewed up to 2 times, provided there is no reservation against it.
- A document may be recalled before the due date if required urgently in the Library. Failure to respond promptly may lead to suspension of library privileges.
- No document shall be returned on the day it is issued.

Circulation of Library Books

a. Flow Chart for the Issue policy of Library Books



b. Flow Chart for the return policy of Library Books



Reservation of Books

Library provides a service, where Members can pre-book their choice of Book just by informing the Library Staff on the Circulation Counter

Replacement/Recovery of lost book

To prevent the loss of valuable Publications, the following action is decided upon the Members.

- The concerned user shall replace the lost publication (with the latest edition, the same author and title) to library when the user takes no-dues from Library.
- Photo copy of the lost publication will not be accepted.
- If the concerned user neither replaces the publication, nor pays the actual value, the User is made to pay double the actual cost of the Book.

Use of computers/laptops etc.

- Computer in the library premises should be used for academic purposes only.
- Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games on computers is strictly prohibited in the entire Library premises.
- Readers should not to share their Internet access ID and Password with other students.
- Changing the settings and display of the computers kept in the Library is not permitted.
- Use of laptops in the cubical systems where computers are already installed is not permitted.
- Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- Personal keyboard, mouse, etc. are not allowed inside the Library.
- Students must take care of their Pen drives, CD/DVD ROMs, mobiles and wallets etc.

DIGITAL LIBRARY

Rules and regulations:

- Students must approach in charge before logging.
- No other sites to browse other than Digital Library.
- For downloading you are requested to Contact In charge.
- Pen drives/CD's are not allowed.
- Log-in and Log- out timings strictly should be maintained.
- Students should come in respective slots only.
- No unauthorized persons should enter without obtaining permission.
- No student or Staff members should enter into library without ID cards in the Digital Library.
- Browsing timings for students 30 minutes only.