

Library Rules & Regulations

General Rules

- While entering the library except laptops, Users are not allowed to carry their personal belongings and eatable items. Their belongings should be deposited at the property counter.
- Use of cell phone and inside the library is strictly prohibited.
- Library's photocopying services is fee based 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.
- 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.
- 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

- Books should be returned on the due date. Failure to return a book in time shall render the borrower liable to a fine per day from date when the book is due.
- 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.
- No document shall be returned on the day it is issued.

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.