



## RULES & REGULATIONS

- **SILENCE & CLEANLINESS** should be strictly maintained in & around the Central Library.
- After obtaining the Institute Identity Card, all students are advised to apply for the **Library Membership** in a prescribed application form, which is available at library circulation section.
- All the **UG / PG Students** are eligible to borrow / Loan **Three (3) Books for UG, Four (4) Books for PG** from the Circulation section for a Period of **14 (FOURTEEN) Days**.
- All the Students / Staff should clear their dues to obtain a **NO DUE** Certificate from the Central Library.
- While borrowing Books the User is **ADVISED to Check and** ensure that the Books are in **PROPER** condition. If any Page(s) are found **MISSING** or **DAMAGED**, the same to be informed to the Library Staff on Duty / **LIBRARIAN**.
- The students should get the borrowed books **CHECKED OUT** and must cooperate with the staff member at the **EXIT GATE**. to verify the Check-out details.
- **Avoid making Pencil / Pen Marks**, Underlining, or any other type of Damage to the Books. If any such things are noticed at the time of returning the books, the Borrower will be held **RESPONSIBLE**.
- In case a Book is **lost/ damaged**, the Borrower has to **REPLACE with the LATEST EDITION** of the Lost / Damaged Book. If the Book is not available, the Borrower has to pay Twice the **COST** as per the Library Rules along with the overdue charges, if any.
- Borrowers should **RETURN the books ON or BEFORE** the Due Date. Defaulters will be fined one rupee for 3 days, next four days Rs.5/- next one Week Rs.10/- for each day of late return. After two weeks, tickets will be Cancelled for one semester.
- Book Bank facility is available **for SC, ST Students**. Students belonging to the respective groups can make use of these Banks.
- Books from Book Bank will be **issued only at the Beginning of the Semester** and the same will have to be **returned at the end of the semester**.
- **REFERENCE BOOKS & CURRENT JOURNALS** are **NOT for ISSUE** , and they should be **referred WITHIN the Central Library** only.

- **WATCH the Notice Board** of the Central Library every time visit.
- Visit the website at [www.gecgudlavalleyu.ac.in](http://www.gecgudlavalleyu.ac.in) for more information on Library Resources, Services and Activities.
- Consult the LIBRARIAN for any other Information or clarification regarding any aspect of the Library.
- Utmost Co-operation, Proper Communication, Discipline and Conduct are always solicited.
- If you have any Suggestions and Problems in the Central Library, Please See the LIBRARIAN in person or send an E-mail to:[library@gecgudlavalleyu.ac.in](mailto:library@gecgudlavalleyu.ac.in)

### **Important Instructions**

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- **Cell Phones are NOT allowed** into the central Library
- Students are not allowed into the Library **without the Institute's ID card**
- Library Books are issued through Barcode, Hence all the Students must produce ID cards with Barcode for all Library Transactions.
- No Transaction will be done without Student ID Card.
- Students are advised NOT to Exchange the ID Cards and Borrower cards.
- Students are advised NOT to borrow more than one copy of the Same Title
- Library Online Catalogue can be searched through **OPAC**
- Institute is providing access to **E-Journals / E-Books**, for access procedure, please contact the Library Staff / Librarian.