

**NATIONAL INSTITUTE OF TECHNOLOGY,  
TIRUCHIRAPPALLI-15**

**CENTRAL LIBRARY**

**LIBRARY RULES AND REGULATIONS**

1. Perfect silence should be maintained in the library.
2. Using of Cell Phones inside the Library premises should be avoided.
3. All the users of the Library will be provided with Online Membership to utilize the Library facilities and services.
4. **Bags, Big handbags, Raincoats, Jerkin and Casual wears** are strictly prohibited inside the library.
5. Members are requested to keep their belongings at the entrance of the Library. However they are advised not to leave **cell phones, purse, money, credit card and other valuables in the handbag outside the library.** These items are liable to be lost.
6. Library users are strictly prohibited from taking their **own Books & Spiral Bound Books, borrowed and stamped books** again inside the library.
7. B.Tech./B.Arch. Students can borrow 5 Library Books and those of the M.Tech./M.Phil./Ph.D. Students can borrow 4 Books, after registering for Online Membership. Teaching staff can borrow 10 Books and the Non-teaching staff can borrow 2 Books from the Central Library.
8. Students can keep the Books for 2 weeks and the Research Scholars for 4 weeks.  
Staff of our Institute can keep the borrowed books for 6 months.
9. The books should be returned on or before the due date, marked on the date label.
10. A **penalty of ONE RUPEE** will be charged per day after the due date for books.
11. A penalty of Rs. 5.00 will be charged per day for overnight issues of Reference Books after 10.00 a.m.
12. Absence from the Institute **will not be allowed as an excuse for the delay in the return of books.**
13. Books will be issued only against the production of Users Identity Card.

14. **RFID Tags have been pasted in the Books. If the Tag is found torn or damaged when used by the borrower, a token fine of Rs. 500/- will be charged for the same.**
15. The Library will remain open from 9.00 a.m. to 09.00 p.m on all working days and from 9.00 a.m. to 5.00 p.m. on Saturday & Sundays.
16. The Library will be closed on the National holidays.
17. Reference Books, Magazines, Journals and dailies will not be issued.
18. Students and Staff who leave the Institute for any reason should surrender all the Library Books before they leave the Institute.
19. **Students indulging unhealthy practices such as stealing Library documents, tearing or damaging the documents will be severely punished.**
20. Writing or underlining in a book or tampering with a book in any manner is strictly prohibited.
21. Under special circumstances, the Librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.
22. The following conditions are to be followed for the renewal of books.
  - [i] The book has to be physically produced in the Library for renewal.
  - [ii] Identity Card should be produced/ showed to the counter staff
  - [ii] No reminders will be issued to individuals but consolidated list of defaulters will be displayed in the library notice board.
23. **Outsiders other than our Institute Students, Staff and members will not be allowed inside the Library.**
24. **For getting Photocopies of Library Documents, 0.50 paise will be charged per page** for the Institute staff and students.
25. For loss of Library Books, user has to replace with a brand new book with the same ISBN or to remit double the original purchase cost of the book. If the Book lost belongs to a set of Multi volume books, the cost of the entire set of volumes will be recovered from the borrower.

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## **LIBRARY WORKING HOURS**

**Monday to Friday - 9.00 a.m. to 9.00 p.m.**

**Saturdays & Sundays - 9.00 a.m. to 5.00 p.m.**

**[LIBRARY WILL BE CLOSED ON CENTRAL GOVT. PUBLIC HOLIDAYS]**

## **LIBRARY CIRCULATION COUNTER TIMING:**

**Monday thro' Friday - 9.00 a.m. to 8.00 p.m.**

**Saturdays - 9.00 a.m. to 12.30. p.m.**