



TECNIA LIBRARY

Library Rules 'Dos' and Don't's

1 Admission to the Library

- 1.1 The right of entry to the Tecnia Institute of Advanced Studies Library is reserved to the bonafide students, teachers and other staff members of the Institute.
- 1.2 Outsiders and ex-students of the Institute are required to seek the Librarian's written permission to use the library.
- 1.3 There are Entry gate register for users/students. Every member shall enter his/her name, course, time and put entries in the Library Entry register.
- 1.4 Members must show their Identity card on the entrance of the library. Students have to produce I cards on demand by any of the library staff.
- 1.5 Members leaving the library should stop at the exit so that the material borrowed or taken out of the library by them may be checked.

2 Library Membership

- 2.1 The following are entitled to enroll themselves as members:
Students and Faculty members of the Institute
- 2.2 Membership for students will be issued on production of Identity Card.
- 2.3 Enrolment of new members and renewal work of membership starts form 1st August and is usually over by the 30th September of each year. Subsequent membership/renewal work is taken up only as a special case.
- 2.4 Faculty and staff have to produce a written consent from the MR-Systems/Dean & the Librarian.
- 2.5 Library membership form collects from the Librarian.

3 General Borrowing Rules for Students/Users

- 3.1 (a) Each student will be issued four library cards. One book will be issued on one card. A book will be issued for a period of 14 days. Overdue defaulters have to fine @ Rs.1/- per day.

For Regular/Visiting Faculties

- 3.1(b) Each Regular/Visiting Faculties can become member of the Library with prior permission from The MR-Systems/Dean. Four **(4) Books for the period of 30 days** are allotted to all the staff members recommended by the Director. **Overdue Fine @ Rs. 1/-per day will be applicable to each staff defaulters who fail to return his/her overdue books in time.**



- 3.2 Reader's tickets are non transferable. A member is responsible for the books borrowed on his/her reader's ticket. Sub lending of borrower cards is a misuse of membership privileges and may lead to withdrawal of membership.
- 3.3 In case a reader's ticket gets any damage because of use or otherwise, it should be reported to the library. Over-writing is not allowed on reader's ticket.
- 3.4 Before borrowing Library documents on loan, members should satisfy themselves about the physical condition of the book they wish to borrow before getting them issued. Any mutilations/damage should be brought to the notice of the Librarian, otherwise they will be held responsible for any damage or mutilation noticed at the time or returning and he/she may have to replace the same or pay the damage as per rules of Tecnia Library.
- 3.5 Readers should not mark, underline, dog-ear mark, write, fold, tear pages or damage any document of the Library documents, otherwise suitable action will be taken against them.
- 3.6 Loss of library tickets should be reported immediately. Despite every precaution, the library will not be responsible if the lost tickets are misused.
- 3.7 Expired Library cards/Tickets must be surrendered in the library.
- 3.8 The Librarian reserves the right to recall any books from any member at any time.
- 3.9 Reference books, loose issues and bound volumes of periodicals are not for issue.
- 3.10 Loaned out documents may be reserved for members.
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BOOK RENEWAL

- 4.11 (a) There will be **no renewal of any books**, in order to keep books for every reader books will not be reissued /renewed.
- 4.11(b) Books given for loan may be renewed by the special permission from the office of the Director for a further period provided no other reader has reserved the same.
- 4.12 A book will be issued to the borrower against production of library card issued by the library. On each occasion when a book is borrowed, a library ticket is to be surrendered at the issue counter. The library ticket is returned to the user when the book is discharged.
- 4.13 If any problem is detected at the time of the return of the book in connection with the book to be discharged /returned or in case the staff at the issue counter is not able to trace the ticket of the user, he/she should insist on a slip against the returned book. The ticket will be returned to the user later on, upon the production of that slip.

5 Loss / Damage / Theft of Books or any other property of Library.

- 5.1 A borrower has to replace the lost book or the cost of the book will be recovered from the borrower, **plus 15%** of its price as processing charges.
- 5.2 (a) A member who loses a ticket shall make written report to the Librarian. A duplicate ticket shall be issued on payment of fine of **Rs.20/-** each for each duplicate ticket.



- (b) A Member who loses his/her I.D. Card he/she has to pay **Rs.500/-** in the counseling cell as fine for issuing duplicate I.D. regarding Plus certified FIR copy need at the time of security refund.
- 5.3 In case loss/damage of some issues of reference material, it has to be replaced or cost of the entire volume, must be paid. In case of loss of single part of a multi volume publication entire set will be recovered /replaced from the borrower.

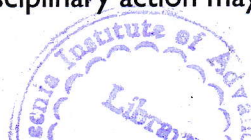
5.4 (a) In case someone (Including Staff /Student) found /caught while stealing Book Or any property of Library for the first time its overall cost is to paid by the defaulters

5.4(b) Again if the same defaulter caught committing the some book theft crime his/her, Library membership will be terminated by the Librarian plus cost of books /lost item is to be paid in the Library.

5.4 (c) A borrower should not damage, overwrite, pen mark on the library book otherwise new book should be returned to the library.

6 General Rules

- 6.1 All the users are required to maintain discipline and silence in the Library.
- 6.2 Members should behave reasonably in the library and must not damage library property or disturb other members.
- 6.3 Smoking, eating, sleeping and talking loudly is strictly prohibited in the Library.
- 6.4 Keep books and other reading material at their proper place.
- 6.5 Members should not reserve seats either for themselves or for others.
- 6.6 Newspapers must be read only in the Library on specific tables and should not be taken to any other reading areas.
- 6.7 Mobile phones must be on either switch off or silent mode.
- 6.8 Readers are advised not to leave their precious and valuable items like money, passport, Credit /Debit/ATM card ,Jewellery , Mobile phone duly switch off or on silent mode etc. at the property counter. They can keep these item in small purse in the library . Library & its staff shall not be responsible for any loss or theft of any items belong to library users. They should be aware of their own belongings.
- 6.9 No library material can be taken out of the library without permission. Members found violating any rules or causing inconvenience to others will be penalized.
- 6.10 The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- 6.11 The Librarian, with the approval of the Library authorities reserves the right to add, delete, alter or amend any of the above rules as and when essential.
- 6.12 Members should keep the library informed of any change of address, class or subject of study etc. during the period of their membership.
- 6.13 Any violation of these Library Rules shall lead to forfeiture of the membership of concerned member. Appropriate disciplinary action may also be imposed.



- 6.14 Students can photocopy upto 5 pages of reference reading material.
 - 6.15 Users write their valuable suggestions and feedback in "Library suggestion Register"
 - 6.16 Users search required reading material on OPAC.
 - 6.17 Users collect British Council Library & American Library membership cards from Librarian to visit and access the libraries.
 - 6.18 Faculty members issue the journals for overnight only.
 - 6.19 Users access and downloaded the e-resources in digital library or home.
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7 Library Service Hours

- 7.1 The library remains open on all the working day and Sundays.
- 7.2 The opening hours of the Library are from 8.00 AM. to 7.00 PM.

8 Library clearance

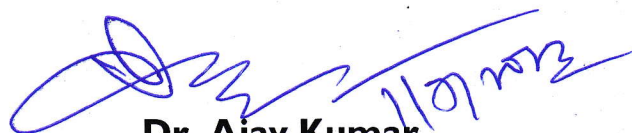
- 8.1 "No dues Slip" should be obtained from the Library while, leaving the Institute. Result or degree or dues cannot be released to members, unless all borrowings are returned.
 - 8.2 Each student is required to take clearance from the library before University Examination Admit Card is issued to him/her after clearance.
 - 8.3 All Tecnia Library Rules & Regulation are subject to amend whenever required or further ordered to amend by the higher authority concern.
- 9** Every visitor whether faculty staff/students/outside has to sign and put their details of entries in the Gate /visitor's Register lying at the entry point of Tecnia Library

10 Contact Us

The library hours and the rules governing the functioning of the library are notified from time to time for the benefit of members. In case of any inconvenience or problem concerning the library, students may meet the Librarian or for any query related to Library & its resources please contact @ 27555121-24 Ext. 227 & 211.



Shikha Verma
Library-TIAS



Dr. Ajay Kumar
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