



GLOBAL

INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE & Affiliated to Anna University)

257/1, Bangalore – Chennai High Way, Melvisharam, Ranipet – 632 509

LIBRARY POLICY DOCUMENT



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RULES AND REGULATION

The Library of Global Institute of Engineering and Technology provides the best library services to Students, Researchers, Faculty and Staff. These rules are designed to ensure that all users may obtain the maximum benefits from Library facilities. All users should exercise self-discipline, respect and consideration for others when using the Library. The Students, Researchers, Faculty and Staff of the institution are automatically eligible for membership of the Central Library. By using any facility of the Library, a user agrees to abide by following rules.

- ❖ **GENERAL RULES**
- ❖ **LENDING/ BORROWING RULES**
- ❖ **CONVENTIONS FOR LENDING/BORROWING**
- ❖ **RENEWALS RULES**
- ❖ **RESERVATION FACILITY**
- ❖ **LATE RETURNS**
- ❖ **LOSS AND DAMAGE OF LIBRARY RESOURCES**
- ❖ **PHOTOCOPYING FACILITY**
- ❖ **COMPUTERS AND INTERNET ACCESS**
- ❖ **LIBRARY NOTICES**

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GENERAL RULES

- The Library is to be used for the purpose of academic study, research, consultation of subject, and other related material. Everyone in the library shall respect the rights of other users.
- Entry will be restricted to Non ID Card holders.
- Books, Journals, etc. taken from the shelves for reading should be left on the reading tables after use and “NOT” to be replaced on the shelves to avoid misplacing of the same. The Library Staff will shelve the same.
- Readers are requested to handle Library property carefully to avoid any damage. No person shall engage in any conduct that disturbs or interferes with the legitimate use of the Library, including, but not restricted to the following:
 - No users may misfile, misuse, disarrange, damage or attempt to damage any library resources.
 - Users must not bring their personal belongings like personal books, briefcase, umbrella, boxes, bag, etc. into the library. The same may be left in the dedicated space provided at entrance of the library. Users are advised not to keep their valuables in this property counter. The library is not responsible for the loss or damage of any such article.
 - All users leaving the library must show their belongings, books, folders, papers, etc. in their possession, at the Checkpoint of Entry/Exit gate of the library. Users may also be asked to open for inspection any receptacle carried out of the library.
 - Users should not mark, underline, write or tear pages. Users shall be responsible for any damage to the documents or any other property belonging to the Library, and shall be required to replace such library resources/property damaged or to pay the value thereof.

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- Silence must be strictly observed both by the users and the library staff. Engaging in loud conversation/discussion or group study inside the reading halls is strictly prohibited. Discussion is permitted in group study rooms only.
- Use of Cell phones is not allowed. If readers wish to keep them while using the library, they must be switched off or to be kept on silent mode.
- Eating, drinking, and sleeping in the Library are strictly prohibited.
- Except with the approval of the Library Authority, notices, broadsheets, handbills, newspapers, or other materials may not be displayed in the Library.
- Improper use of library facilities by user(s) will lead to the suspension/termination of his/ her membership or may be lead to suspension of library privilege.
- Users should inform the Library as soon as possible of any circumstances (such as illness or hardship), which might affect their use of the Library and their ability to comply with the Rules and Regulations.
 - The Library Authority has the discretion to grant special privileges on compassionate grounds.
- Enforcement of these rules for users may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the Library staff on Duty at that it.
 - In the case of minor disruption, the user receives two warnings. At the third warning, the user must leave the library for rest of the day.
 - Library Users causing destructions/misconduct on repeated visits will be warned by the Librarian that they will not be allowed to enter the Library if the behavior continues.
 - Library Users who engage in destructive behaviors that interfere with others use of the Library, who engage in behaviors that violate Library rules may be banned permanently from the Library premises and a disciplinary action may be taken with due approval of the competent authority.
- The library rules and regulations may be modified from time to time and shall be binding on all concerned.

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LENDING / BORROWING RULES

- Timings for borrowing and returning of books:
 - During 9:00 AM to 6:00 PM on all working days.
- A borrower should not borrow books in any other person's name. Borrowers are responsible for books issued against their names.
- The borrower should check the fitness of the book before getting it issued. Any discrepancy should be brought to the notice of the library staff at the Circulation Counter, who will put necessary remarks on the book before issuing it. Otherwise, the last borrower will be held responsible for any defect/damage found at the time of return of the book, if not recorded on it earlier, and will be liable to pay the penalty as decided by the Library Authority.
- Any Book issued, may be recalled by the Library before its due date and the borrower has to abide by the decision.
- The Library Authority has the discretion to restrict certain categories of material(s) held by the Library from being borrowed such as standard reference documents, theses, items of special value or rarity, and loose issues of periodicals, maps/atlasses, special collections data documents and damaged documents, etc.
- If a user does not pay off the Library due(s), or returns overdue documents, the privilege of borrowing library resources may be suspended till the clearance of previous dues.
- During power/system failure or during Internet downtime, the circulation counter services will be suspended until services resumes.
- In case of due date of library books submission, and the library has internet downtime, the user may return the material on the very next day without any late charges.
- In case any user already crossed the due submission date and submit the library book and the library has internet downtime, the user will be charged for late submission for that day also.

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CONVENTIONS FOR LENDING / BORROWING

- The No. of book(s) that user(s) can borrow is as follows:
 - ❖ **Students:** UG/PG Students: 3 Books for 15 days
 - ❖ **Teaching Faculty:** 4 Books for one semester
 - ❖ **Non-Teaching Staff:** 3 Books for one semester

- If books are not returned by Faculty/Staff by the due date, fine is not charged on them. A reminder mail will be sent to them periodically. However, No Dues Certificate will not be issued until the library dues are cleared.

- Reserve/Reference Collection consists of books and other reading materials recommended by the respective faculty members for different courses for each semester are kept in the Reference Section book racks.

- Theses, dissertations, CDs, are not lent out of the Library.

- Issued books must be returned on or before the last date stamped on the due-date slip of each books. Sending reminders to defaulters is not obligatory on the part of the library.

- Library resources in demand may be issued only for such limited periods, as the Library Authority deems desirable.

- Pre-Approval of the competent authority will be required for any exceptional cases.

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RENEWALS POLICY

- Book(s) may be renewed if the same are not in demand or not reserved by the other users.
- Borrowers can get book(s) reissued on or before the due date by personal visit to the library.
- Already overdue items will not be renewed.
- Already reserved items cannot be renewed.
- Borrowed Book(s) cannot be renewed more than once. After that the borrower must return the book(s).
- The borrower has to bring the material physically to the library for renewal.

RESERVATION

- Users may reserve the book(s) to borrow at the Circulation Counter in case they are already issued. The reservation will be strictly on first-come-first-served basis.
- A user cannot reserve more than two books.
- A book can have maximum two reservations.
- If the reserved library book is not taken within one day, it will be issued to another user in queue or it will be put back on its shelf.

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LATE RETURNS

- The following overdue charges will be collected from Students if the book(s) are not deposited by them on the date last stamped on Due Date Slip. Rs. 1 per day per book after due date
- If the book due date falls on a holiday of the library, the next working day will be taken as the due date.
- Borrowers are advised to return the books while proceeding on long leave, semester break, winter / summer break.
- If a book is not returned within the time period, issue of another book(s) may be stopped until the overdue items have been returned and fines are paid.
- Faculty/Academic/Administrative Staff members are advised to deposit the books on time and reminders will be sent 15 days before the due date. However, sending reminders to defaulters is not obligatory on the part of the library.
- Library Authority may exempt the late fee depending upon the circumstances of delay, any human error in issuing a book by the library circulation staff, etc.

LOSS AND DAMAGE OF LIBRARY RESOURCES

- The borrower will be responsible for loss of any book(s) and other resource(s) issued against his/her ID.
- If a user loses or damages library resources, he/she should report the loss in writing to the Librarian, otherwise he/she pays the accrued fine from the date the documents are due for return.
- Replacement Process:
 - ❖ The borrower may replace a lost library document with the same edition of the document or by a latest edition.
 - ❖ The cost of out-of-print document will be:
 - 3 times the cost of the lost document at the current exchange rate in case of foreign document.
 - 3 times the cost of the lost document in INR in case of Indian book(s).

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COMPUTERS AND INTERNET ACCESS

Disciplinary action will be taken against those breaking the rules. Please note, in particular, that the following are not allowed:

- Accessing of undesirable Internet sites and circulating of undesirable materials.
- Unauthorized use of passwords. Computer accounts and passwords must be kept strictly confidential.
- Installing and running computer software(s), this is not owned by the library.
- Changing the PC system setup.
- Duplicating any software or audio-visual programmed.
- Chatting and game playing on Internet.
- Creation, display, importation, circulation or storage of offensive material.

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