



APSIT CENTRAL LIBRARY **GENERAL RULES FOR STUDENTS**

1. Library Timings

- **Library Hours: 8:30 am- to- 4:30 pm (Monday to Friday)**
- **Book Circulations: 9:00am – 1:00pm & 1:30pm – 4:00pm.**
- **Lunch Break: 1:00pm – 1:30pm**
- **Closed on weekends and public holidays.**

2. Entry & ID

- **Only Bonafide students with a valid college ID card are permitted entry into the library.**
- **It is compulsory for students to wear their ID cards and produce them while borrowing books.**
- **All students must sign in the attendance register at the counter upon entering the library.**

3. Silence & Discipline

- **Maintaining complete silence inside the library is mandatory.**
- **Mobile phones must be kept on silent mode or switched off.**
- **Group discussions and Copying assignments are strictly prohibited.**
- **Misconduct, loud conversations, or any disturbances will attract disciplinary action.**
- **Students found violating library rules may face suspension of library privileges.**

4. Book Borrowing Rules

- **Students may borrow up to three (03) books for a period of seven (07) days.**
- **Books must be returned or renewed on or before the due date.**
- **Check the condition of books before borrowing and present your ID at the counter.**
- **Damaged or defaced books will not be accepted upon return.**

5. Fines & Penalties

- **Late-return fine: Rs. 2/- per day, per book.**
- **Lost or damaged books: Must be replaced with a new copy, or the current price plus 30 % recovery charge must be paid.**



- Reference materials: Must be returned on the same day; late returns will incur a fine of Rs. 5/- per day, per item.

6. Use of Library Resources

- Reference books, journals, magazines, and newspapers are for in-library use only.
- Do not write on, highlight, or damage any library materials.
- Handle all resources with care, for any lost or damaged items must be compensated.

7. Use of Computers & E-Library

- Use of all digital library facilities and e-resource services is strictly for academic and research purposes only.
- Do not alter system settings or install/uninstall software.
- Gaming, social-media browsing, and personal use are strictly prohibited.
- Personal bags are not allowed inside the E-Library.

8. Personal Belongings

- Food and beverages are strictly prohibited inside the library.
- Bags and other personal belongings must be kept in the designated baggage area.

9. Respect Library Staff

- Follow all instructions given by Librarian and library Staff.
- Misbehaviour or non-compliance, entails suspension of library privileges.

10. General Conduct

- Keep the library clean, quiet and organized.
- The library is a space for study and learning only – use it respectfully.