



# Chetana's

## Institute of Management & Research

AICTE New Delhi Approved & ISO 21001 : 2018 Certified

### LIBRARY

#### RULES AND REGULATIONS

Timings: 9.00am To 8.00pm

Circulation Counter (Issue/Return) Timings: 10.00 am To 7.30 pm

- 1) Please maintain silence in the Library.
- 2) Use of mobile phone is strictly prohibited. If any user is found talking on the phone strict action will be taken against that person.
- 3) Smoking, eating, chewing gum and tobacco is strictly prohibited.
- 4) Students are supposed to keep their bags and other belongings in the property counter. The library staff is not responsible for the loss or damage of the students' belongings.
- 5) Neck I-CARD is compulsory inside the library. Disciplinary action will be taken against the defaulters.
- 6) Students are advised to keep back the books /magazines or any other materials used at their respective places after use.
- 7) No Library materials should be taken out of the Library without the permission of the Librarian / Library staff.
- 8) Books / Periodicals or any other Library materials will be issued only on production of a valid Library Reference Card / Reader's Ticket.
- 9) Books once issued will not be returned for next three hours on the same day.
- 10) No. Library Material can be issued to a person on someone else's Library Reference Card / Reader's Ticket.
- 11) A book issued can be renewed on or before the due date "Once" for further period of 10 days.
- 12) A Late fine of ₹5 and ₹25 will charged per day per book on General books and Reference books respectively, and ₹25 per day per Magazine.
- 13) Fine has to be paid immediately in the Library and books will not be issued till payment of fine / dues.
- 14) Students should inspect the condition of the books before borrowing it and inform the Librarian about the missing or torn pages, if any. The concerned student will be held responsible for the same later at the time of returning the books.
- 15) If a book is lost, the concerned person has to replace the lost book with a new book in addition to payment of fine.
- 16) Any Library material that is taken out of the Library for photocopying will have to be returned within an hour. Disciplinary action will be taken against the defaulters.
- 17) A new Neck I-card can only be issued after paying a fine of ₹100 and new reference card and reader's ticket can only be issued after paying a fine of ₹50 and ₹20 respectively.

*Nandkishore*



**Director  
CIMR**

*Nandkishore 7/2/2022*