

LIBRARY RULES AND REGULATIONS

- The goal of the BASE library is to make all the collections available to all patrons / users. Compliance with the rules is appreciated.
- Library users must comply with any reasonable request/instruction issued by library staff. Anyone violating the rules, or failing to obey instructions, may be excluded from the library and/or incur a fine.
- The Librarian reserves the right to suspend the membership of anyone found misbehaving, abusing the library staff or behaving in an indecent manner. In the case of students, further disciplinary action may be initiated under the University's Disciplinary Procedure.

Guidelines for all Library Users:

Library Environment

1. Help us maintain a library environment conducive to learning by maintaining discipline, observing silence, and leaving study areas clean and tidy.
2. Seats in the library cannot be reserved. Users are requested not to displace the seating arrangement.
3. Use of mobile phones and other devices likely to cause disturbance is discouraged and should be kept on silent mode.
4. Users are prohibited from bringing their personal belongings inside the library premises except notebooks and laptops.
5. Eatables/beverages/cigarettes/matchbox or other items that may accidentally damage library materials are not allowed in the library.
6. Drinking water facility is provided in the library, and restrooms are located at the far end on each floor.
7. Users are requested not to carry any valuables in the library. The library staff is not responsible for the loss of items in the library.
8. Users are requested to switch off fans and lights when not required.
9. Damage of library materials, equipment, property, or building is prohibited and must be reported immediately to the library staff. Those responsible will be subjected to penalty.

10. Stealing or attempting to steal a library document/property is an offense. Appropriate disciplinary action will be taken against the offender.

11. Talking Loudly are Strictly Prohibited in the Library.

Books & Other Materials

1. All Students / persons leaving the library must show their documents to the security staff.
2. Reference books, Periodicals and journals will not be issued. Members can consult these materials only inside the library.
3. Newspapers and magazines will not be issued and can only be consulted for reading within the library premises.
4. Users are requested not to reshelve the books / journal, and to leave them on the reading table after consultation.
5. Tearing off, marking with pencil or pen, highlighting or dog-earing of books/ journals/ Magazines, and hiding books and other materials is a serious offence. Any defaulter will be subject to penalty.

Use of Computer Equipment

1. All members are allowed to make use of desktop kept in the Ground Floor library.
2. Computers are provided for the purpose of research and other educational endeavours. Misuse of the facilities e.g., playing games, e-trading, hacking, watching movies, music, change of PC or network settings is prohibited.
3. If faults occur while using library equipment, users are requested not to attempt their own repairs and to inform the library staff immediately.
4. The library reserves the right to request users to stop using computer equipment if the library staff has reasonable grounds to believe that they are misusing it.

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Librarian In-Charge