



CENTRAL LIBRARY AIIMS, BHUBANESWAR

RULES & REGULATIONS

CO-OPERATION IS SOLICITED IN THE FOLLOWING MATTERS:

- The Library shall remain open to the users all working days except on national and gazetted holidays as under

Days of a Week	Circulation Time
Monday to Friday	9.30 AM to 9.00 PM
Saturday	9.30 AM to 4.00 PM

(NB: - Reading Room is open from
6 AM to 10 PM all days)

Library committee may fix any working days and hours from time to time

- Silence is to be strictly observed.
- Smoking, sleeping and eating is prohibited.
- Users are requested to avoid talking or discussion that will disturb other readers.
- Users are requested not to disturb the library furniture from their place, and fittings etc.
- Readers are requested to switch off/kept on silence mode of their Mobile phones.
- Users should avoid resting their feet on tables, chairs, shelves, window sills.
- Books should be handled with great care. Please avoid keeping the volumes open on the table or putting with their faces down, or inserting note books or pencils in between the pages and closing them. Pages must not be folded to serve as book marks.
- Mutilation and disfiguring of pages of library materials by ink or pencil marks are prohibited.
- Defects found in the books taken out for reading or borrowing should be brought immediately to the notice of the staff on duty.
- Books loaned should be protected from RAIN, DUST, INSECTS, etc.

Loan Privileges

- Two books are issued to **Under Graduate Students / SR/JR (Non-Academic)/ Staffs** for 15 Days and they must be returned on or before the due date.
- Faculty Members & JS/SR (Academic)** are issued 2 books for 1 Month and it may be renewed thereafter.
- Any document issued may be recalled by the Library before the due date of return without assigning any reason and the borrower has to abide by the decision.
- Late fee of Rs 5/day/book would be charged from the borrowers who retain book(s) beyond the due date.
- Borrowers can get the book(s) reissued on or before the due date. **Overdue books will not be reissued.**
- Book may be renewed if the same is not in demand or reserve by other readers. It will be done only 2 times.
- Documents, belonging to 'Reference' category, are not issued they are only meant for consult inside the library.
- A borrower is responsible for the safe custody and return of the books borrowed from the Library.
- On violation of Library Rules or misconduct of any reader, the library authorities can withdraw the library facilities to that particular individual.

Please do:

- Sign the register kept at the Check point, while entering and departing the library.
- Keep personal belongings/Bags at Property Counter at your own risk.
- Show the documents which are being taken out of the library, to the staff at the check point.
- Keep the library premises tidy and clean.

Please do not:

- Waste time for locating the required material; please contact the Library Staff/ Librarian.
- Write in a book/journal unless it is your own book
- Give library cards to others for utilizing library documents.