



# MLR Institute of Technology

Laxma Reddy Avenue, Dundigal, Quthbullapur (M), Hyderabad – 500 043

Phone Nos: 08418 – 204066 / 204088, Fax : 08418 – 204088

## Library Rules & Regulations

All the students and Staff members are directed to follow the following guide lines in Library.

1. Every student must possess his/ her Library Card while making use of the Library facility and produce the same to the Library Staff on entering the Library.
2. Strict discipline must be maintained in the Library. Indiscipline may lead to disciplinary action and the library privileges may be withdrawn.
3. One Book will be issued against one Library Card for 15 days only. And No book will issued more than 15 days continuously, if he/she want same book again will be issued after one week if available.
4. Reference material should not be taken outside the Library.
5. Books for overnight reading will be issued at specific time as decided by the Librarian and the same must be returned before 9.30 AM next day.
6. Newspapers and Periodicals are issued against Library cards for Reading in the library. Journals will be issued for current reading in the library only.
7. When Books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
8. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced.
9. It is observed that some of the students do not return the Library Books on or before the due date stamped on the date slip attached in the book depriving other students.  
In order to prevent such students from keeping Library books with them beyond due date, the fine charged will be as follows:  
**First week after the due date:** Rs. 1/- per day  
**For second week after the due date:** Rs. 5/- per day  
After 30 days of issue, student will be kept in black list and no book will be issued until he/she returns the book(s). After 15 days of book(s) return name will be deleted from black list and issue of books will be as usual and same thing will be intimated to concern HOD by Librarian.
10. In case a Reader loses a book he/she should replace the book. In case the book cannot be replaced he/she has to pay a penalty of three times the cost of the book.
11. Membership card is nontransferable. Students must not lend their Library Card to any other student to borrow books from the Library. Library facilities will be withdrawn for students misusing cards.
12. The college Leaving Certificate or Transfer Certificate will be issued to student only after he/ she has returned all the Library books and cleared all library dues.
13. Library Card must be renewed every semester/ year as notified.

14. First year students should get their Library Card issued from the library by the prescribed date. No Library Card will be issued to any student after this date. However, only in special cases or under genuine circumstances the Library Card will be issued to the students after obtaining the Principal's permission.
15. In case a student loses his/ her Library Card then the student should report the loss of ticket immediately to the librarian and apply for a Duplicate card on the prescribed form available at the Library Counter by paying Rs. 150/- per ticket.
16. Recommendations for the procurement of new book titles are invited from staff and students also in recommendations register.

**Note:** Violation of these Rules will call for punitive action against the erring student.

**PRINCIPAL**

Copy submitted to: Secretary sir

Copy to: All HODs

ECE	CSE	IT	Mech	Aero	MBA	S&H	Exam cell	T&P cell	Transport	Library	Phy.Edu

1. SAO/Office File

2. Dean

3. All Notice boards