



Fr.C. Rodrigues Institute of Management Studies

LIBRARY USAGE POLICY

Library Rules and Regulations for Students:

- ❖ Students should wear Identity card while using library facilities.
- ❖ Students should not keep any valuables in their bags at the baggage counter. Library staff will not be responsible for any loss, damage or exchange.
- ❖ Before seating in the reading hall Students make their entries in the Usage Register
- ❖ For home lending 2 books are issued at a time for 7 days.
- ❖ If books are not returned on or before due date, then students should pay fine Rupees 5/- per day.
- ❖ Cash is not accepted in the library. Students should collect fine receipt from Library & pay the fine / late fees at cash Counter ground floor.
- ❖ Reference books like handbooks, encyclopedia, dictionary, manuals and CDs will not be issued. They should be referred in the library only. Students are not allowed to take Reference books outside the library.
- ❖ Every borrower from the library is responsible for the safe custody and return of the book borrowed by him/her. In the event of damage or loss he/she shall replace the book or pay the cost of the book. The person has to pay the fine plus the cost of the book
- ❖ Use of Mobile phones is not permitted inside the Library premises.
- ❖ Users are not allowed to carry eatables/drinks inside the Library premises
- ❖ Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
- ❖ Open Access Facilities are provided in the library for students.
- ❖ The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.



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