



# SHRI GURU RAM RAI UNIVERSITY PATEL NAGAR, DEHRADUN

## LIBRARY AND INFORMATION RESOURCE CENTER RULES AND REGULATIONS

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1. Library is a place of study and research thus silence is to be maintained.
2. Mobiles are to be kept on either vibration or silent mode.
3. Smoking, eating, sleeping and any sought of indiscipline shall not be entertained. Disciplinary action shall be taken against the nonconformist.
4. Bags and personal belongings must not be carried to the library; the administration at library shall not be responsible for ant loss or theft. The bags can be deposited at the counter, at any own risk.
5. Before entering the library, all students are required to mark their attendance by signing the attendance register or recording their digital attendance at the library entrance.
6. Four (04) books shall be issued at a time for 02 weeks (14 days) on borrower's ID card and must be returned on or before the last date (as per due date-slip of each document). If a book is not returned within the due date, issue of documents will be stopped and late fee of Rs. 10/-per day per volume would be charged.
7. Reference books, journals, magazines, newspapers and other documents declared "For Reference" will be issued against University ID card for current reading in the library only.
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 and penalty shall be levied accordingly.
9. Loss of book issued to student has to be replaced by a new book (Title and Author be the same) or double payment of book shall be made by the student only.
10. Clearance from the University and issue of TC or any other document shall be initiated once the clearance is been observed from library.

**Note: The library shall remain closed on all University approved holidays, including Sundays.**