

RULES AND REGULATIONS

1. LIBRARY OPENING AND CLOSING TIME

MONDAY-FRIDAY

The library shall operate in the following timings:

8:30am-1:00pm (open/Day Time)

2:00pm-9:00pm (open/Evening session)

9:00 pm-7:00pm (Saturday)

Note: The library shall remain closed on national and Public Holidays

2. GENERAL REGULATIONS

(a) Silence must be strictly observed in the library at all times. No discussions and conversations of any kind shall be held in the library.

(b) Consumption of food (all kinds of edibles) and drinks is totally prohibited in the library.

(c) Bags, big envelopes and overcoats are strictly not allowed in the library.

(d) Honesty is expected of any user. Please report any suspected misuse of the resources to the officer on duty.

(e) Books borrowed by one user must not be passed on to another, but **must** be returned back to the library and be re-issued from the library.

(f) All mobile phones should be **switched off** or put in **silent mode** while in the library, contravention of this regulation, suspension or even expulsion as the case maybe from using the library.

(g) No personal newspaper and magazines are allowed in the library. Any newspaper or magazine brought in shall be confiscated on exit.

(h) No books, documents or other materials should be taken out of the library without officially borrowing them. Anyone caught stealing or mutilating library materials will be referred to the mug Disciplinary committee for further action.

(i) Children of all ages, including secondary school students are not allowed to use the library.

(j) No user shall bring personal visitors in the library without the Librarian's permission.

(k) Reserving or booking of seats and hiding library materials is strictly prohibited

(l) The library shall not hold responsible at any time of any loss or misplacement of personal belongings left in the library. You should take good care of your property.

(m) While in the library, every user must wear his or her ID.

(o) No user is allowed to shelf Library materials. Leave the books on the table for use.