Mildmay Institute of Health Sciences

LIBRARY RULES & REGULATIONS

TIMETABLE

Library opening hours

Monday – Friday	8.30am – 9.00 pm
Saturday	9.00am - 5.00 pm

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

GENERAL REGULATIONS

1. While in the library, every user must wear his or her ID
2. Nobody is allowed to use **Mobile Phones** in the library, phones should be switched off or put in silence.
3. **Silence** should be observed in the library. Silence is Golden.
4. **Drinks and other food stuffs** are not allowed in the library.
5. **Loan period:**

Student loans:

Students: 2 weeks with one renewal if no reserves.

Fine: 1,000/= per extra day per item borrowed, with no renewals.

Lost items must be bought and replaced by the borrower or a fee will be charged according to the current market price.

6. Library users **should not shelve books**, but leave them on the reading tables after use.
7. When the borrower returns library property, they should verify that their account is in order, and their borrowing cards returned
8. The library is open to the public, but borrowing of library materials is restricted.

9. The **REFERENCE BOOKS** (e.g. Encyclopedias, Dictionaries, Year Books, World Books, Almanacs, etc), CD-ROMs, Periodicals and **RESERVED BOOKS** are not lent out. They are used only within the library.
10. **Maps, Globes** and other special equipments are borrowed following the written recommendation of the concerned Lecturer. The above should be returned to the library within one day.
11. **Newspapers** should not be taken outside the library.
12. No student / user should make connections / disconnections of the **Computers** without the permission of the Library authority.
13. **Bags** should be kept at the entrance shelve.
14. **User's Text-books** are not allowed in the library without the librarian's permission.
15. **Keep the library clean** by dropping rubbish in the waste-paper baskets.
16. The student / user who **damages or loses** library property will be requested to replace it with a new one.
17. Every student should **return all library property** before the end of each Semester.
18. No user shall bring personal visitors in the library without the Librarian's permission.
19. Reserving or booking of seats and hiding library materials is strictly prohibited
20. 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.
21. No personal newspaper and magazines are allowed in the library. Any newspaper or magazine brought in shall be confiscated on exit.
22. 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.

23. Students completing their Course should return all library materials before their **Clearance** Forms are verified.
24. No further loans will be extended to the borrower who has failed to clear the previous loans **(over due loans).**

'' Information is for use, and every user his/her own information"