

## ELIGIBILITY FOR BORROWING LIBRARY RESOURCES:

	Users	Books	Periodicals	CD/Floppies
Student	UG	4	15 Days	2
	PG	6	15 Days	2
Faculty		8	30 Days	2

The rules and regulations to be followed by the user in the library are given below:

### Common Rules:

1. Library is “**The holy place of Learning**”. Hence Users must be maintained silence at all times in the Library.
2. The VCTW Central library is following “Open Access System”.
3. The VCTW Central library timings are from 8.30 a.m to 7.00 p.m in all working days, during the Weekend, the library will be functioning from 10.00 a.m to 1.00 p.m. The central library remains closed in all public holidays.
4. Access to VCTW- Central Library is provided to the users only after making an entry in the “GATE REGISTER” Kept at the entrance of the VCTW- Central Library.
5. Entry into VCTW –Central library is restricted for the Teaching Staff, Non Teaching Staff and students of VCTW only. Outsiders shall get permission from the Principle or Librarian for using the facilities at VCTW- Central library.
6. All the students should wear their college **ID card with the rope** inside the central library.
7. Without ID card student will not be allowed to enter the Central Library. In case of loss of ID card, the student must get a permission letter from the Principle/ HOD.
8. Wearing lab coats and blazers are not allowed inside the library.
9. Library users must keep their belongings at the “Property Counter” before entering the Central Library. Only small pads or loose sheets are allowed inside the central library for taking notes.
10. However they are advised not to leave cell phones, purse, money, credit card and other valuables in the handbag outside the library. These items are liable to be lost.

Library Staff will not be responsible for reader's personal belongings kept in the Property Counter.

11. The user should avail the services of the Central Library in person and not through a proxy.
12. Reference books, Newspapers, Magazines, Journals should not be taken out.
13. No refreshments and foodstuff of any kind shall be consumed anywhere inside the central Library.
14. Group discussions or any other such activities will not be permitted inside the Central Library.
15. Absence from the college will not be allowed as an excuse for the delay in the return of books.
16. Mobile Phones are to be switched off or to be kept in silent mode in the Central Library Premises.
17. The competent authority will take necessary action against the library users who violate the library rules and regulations.
18. Library users are requested not to misplace the books one shelf to another; they shall leave the books in their respective positions.
19. No due certificate from the Librarian is required for all students and staff members who permanently leave from the College. 'No Dues Certificate' shall be issued to the users only after submission of books/ documents/ fine out standing against their names.
20. The Senior Librarian reserves the right to suspend the membership of any user found misbehaving, abusing the library staff or behaving in an indecent manner.
21. The library Rules may be altered or amended or new rules may be added to the existing ones by the authorities from time without notice to the users and these rules or any alterations or amendments made to them shall be effective and binding in all concerned