

Rules for Library Users'

1. Faculty Members are allowed to issue up to 50 books.
2. Magazines and Bound volume of Journals are not for issue. Only FMs' can issue it.
3. Probationers are allowed to issue up to 15 books.
4. Guest Officers can issue up to 10 books.
5. Staff Members are allowed to issue up to 04 books.
6. Deposit Members are allowed to issue up to 02 books for 30 days.
Deposit Members' and Staff are allowed only for issue-return of Books.
7. GSV students are allowed to issue up to 02 books for a period of 30 days.
8. GSV FMs' are allowed to issue up to 05books for a period of 30 days.
9. Project Reports are not for issue. They are only for reference purpose.
10. Laptops are allowed in the Library, but personal books are not allowed. Personal belongings should be deposited at the entry gate.
11. Library Card is compulsory to utilize the library services.
12. In case of loss of a library book, the member will be liable to pay an amount equal to the cost of the book + 20% handling charges.
13. Loss of the Library card will draw a fine of ₹ 200/-
14. No Dues is mandatory before the completion of the course for Trainee Officers' and for Faculty Members' & Staff before retirement or on transfer.
15. Books and other documents should be used with great care. Users will refrain from dog-earing the pages or writing marginal notes thereon. In case any book is found damaged at the time of return, the borrower would be responsible.
16. Users' are requested to leave the books and other documents on the reading table after reference. They need not replace them on their respective shelves.
17. Cell phones must be kept on silent/ vibration mode in the Library and should not be used in the Library premises.
18. Users' must be decently dressed (formal dress) and conduct themselves properly in the Library.
19. Eating is not allowed inside the library premises.
20. Silence must be observed inside the Library.