



# TECHNO INSTITUTE OF HIGHER STUDIES


(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

## LIBRARY RULES AND REGULATIONS

- Visiting Hours for the library is 10:15 AM to 5:00 PM.
- Lunch hour of the library is between 1:00 PM to 1:45 PM.
- The college library will continue to be accessible to students, faculties, and staff.
- The major goal of these rules and regulations is to protect the interests of all users (students, faculties, and staff.) and to help the library perform its duties as effectively as possible. Failure to abide by these rules will result in membership cancellation. Users are expected to handle the documents carefully.
- When inside the library, students must always have their Institutional ID card which will also work as library membership card to them.
- Users of the library should put their name, course, semester time-in and time-out in the register kept in the entry register of the library.
- Entry is prohibited in the absence of library membership card and they must ensure their manual entry in entry register while checking in the library card.
- All readers are expected to behave in complete silence and order while in the library.
- If, staff member/s at the entrance or exit gate of the library suspects that a user is carrying any other item from the library, the user may be searched.
- If users misbehave or misuse the library, the borrowing privileges may be cancelled or restricted.
- All personal items, including books, bags, coats, umbrellas, personal files, and xeroxed materials, must be left at the library racks which are outside the library.
- Personal books, xeroxed materials, and printed loose sheets are never permitted inside the library.
- Books are issued for staff and faculties for a month and for students' period of a Fourteen days, in the first instance and if required, the same book can be renewed further one more time for a period of a 14 days each and thus no book will be allowed to be kept with a member beyond twenty eight days.

  
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Lucknow

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Manager  
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- Library cards *i.e.* institutional ID is not transferable: The borrower card holders should come personally to borrow the books and the authorization is not allowed.
- Each library borrower is responsible for the custody and return of the books he or she has checked out. He or she must pay the cost of the book or replace it in the event of loss or damage. At the time of library clearance, the offender must pay the fine, the price of the books, and processing fees.
- Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, FIRE, DUST, INSECT, etc.
- Downloading of undesirable e-resources shall not be allowed and punishable if violated.
- Strict discipline should be maintained in the library. The position of the chairs and tables should not be changed or displaced.
- Beverages and eatables are not allowed inside the library. Smoking is not permitted in the library. Mobile phones are strictly prohibited in the library
- All persons may be allowed admission to the library provided that the Librarian may at his discretion refuse admission if he considers a person either of unsound mind, intoxicated or otherwise shabbily dressed. The decision of the Librarian or the next senior officer of the library in the absence of the Librarian shall be final in this matter.
- No reader is allowed to sleep in the library premises.
- The readers shall behave in a civilized manner. The Librarian may expel any person if he/she presence of such a person is liable to create law and order situation.
- The readers are liable for punishment and fine if they either misbehave or damage the books or any other property of the library, decent behavior is expected.
- Each prospective member shall give in writing an undertaking to abide by the rules of the library. He shall fill up a membership form.
- Each member shall be provided with a membership identity card and / or Borrower's card.
- Reference books, rare books, unbound periodicals and books of fine arts may not be issued generally except with the written permission of the Librarian.
- The books may be renewed if the same are not in demand or are not reserved by other readers. The renewal will be done generally on the physical presentation of the books, but in special cases, renewals by post, telephone or by other means of communication may be allowed by the Librarian.

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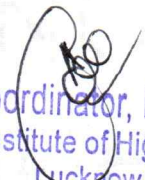
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- If a member does not pay off the library dues, the privilege of borrowing books may be suspended till he/she deposits the requisite amount.
- No visitor or guest is permitted to use the Library without the prior permission of the Librarian. He / She are required to produce a proper introduction letter from the concerned Institution/Organization thereafter who wishes to use the Library facility.
- No photograph of the Library shall be taken without the prior permission of the librarian.
- The librarian shall have the power to refuse the issue of book to any member or he may recall any book without assigning any reason therefore.
- Student after returning of library books/documents should take No-dues certificate from the library.
- Staff should take library No-Dues Certificate (NOC) while Transfer/Deputation/ Superannuation from the college. (While leaving the college, student and faculty should return books and library borrower's card without fail, thereafter NOC will be issued.)

**LIMITATIONS OF BOOKS FOR FACULTY AND STUDENTS:**

- Students can borrow two books at a time.
- Full-time teaching faculty can borrow at a time three books and five books for those who involved in research activities.
- The library advisory committee may suggest the limitation of books to faculty and students on the basis of their library collection.
- Book Bank books can be issued as per prescribed syllabus. The discretionary powers are given to the librarian by the 'Library Committee'.

  
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