

# **INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT (IITRAM)**

## **LEARNING RESOURCE CENTRE**

### **Membership**

1. Only IITRAM registered members are allowed to use the Learning Resource Centre (LRC).
2. Members should produce their Library Membership card at the entrance of the Library.
3. A duplicate Library Membership card will be issued on payment of Rs.100/-.

### **Circulation**

1. Students can reserve books at the Circulation Counter in case they are already issued.
2. Books in demand may not be renewed.
3. Readers are responsible for books issued against their names.
4. Library reserves the right to recall any issued book even before the due date.
5. The material such as rare books, theses, dissertations, loose issues of periodicals etc. marked for consultation shall not be issued.
6. Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.

### **Overdue Charges**

1. An overdue charges of Rs.2/- per day (First 7 days) and Rs.5/- per day (8<sup>th</sup> day and onwards) per book would be charged till it is returned or renewed.

### **Use of Computers/Laptops etc.**

1. Computer in the library premises should be used for academic purposes only.
2. Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
3. Playing games on computers is strictly prohibited in the entire Library premises.

4. Readers must carry their Library Membership card while using the Laptop. They must submit their ID card to the Circulation desk.
5. Changing the settings and display of the computers kept in the Library is not permitted.
6. Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.

## **Rules for Reading Section**

1. Readers should not leave books/notebook/ any materials on the table and cannot claim, capture, and reserve seats for future use.
2. The seats are to be used/occupied on the first come first served basis.
3. Capturing/reserving seats for friends/future use is strictly prohibited. Other scholars may remove the books/any materials if these are left unattended on the tables.

## **General Rules**

1. Readers should observe strict silence inside the Library.
2. Use of Mobile phones is not permitted inside the Library premises.
3. Users are not allowed to carry eatables/drinks inside the Library premises.
4. Library membership card is non-transferable.
5. Personal belongings like bags (laptop, shoulder), umbrellas, etc. should be deposited at the Outside Counter. These are not allowed inside the Library. In case the property counter token is lost, the deposited article may be claimed with proper identification after producing a written request.
6. Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
7. The library shall not be responsible for any loss or damage of the personal belongings of the users.
8. The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.
9. If any student attempts to leave the library without borrowing the library materials, student will be fined Rs. 100/-.