

Guidelines for Fair Use of Library Resources

• **Borrowing Facility :**

All bonafide faculty, staff and students of iLEAD can become the member of library by filling a prescribed form. Any other individual willing to become a member of the library can become an external member.

Students : 3 books (text book for 4 days, reference books for 15days), 2 CD/DVDs for 10 days with three time renewal facility and 2 back volume of serials for 7 days.

Permanent Faculty : 4 books for 1 month, 2 CD/DVD for 10 days with three time renewal facility and 4 back volumes of serials for 7 days.

Visiting and Adjunct : 2 books for 1 month with caution deposit Rs. 4000/- or 1 books for 1 month with caution deposit Rs. 2000/- and 2 CD/DVD for 10 days with caution deposit Rs. 1000/- for CD/DVD with three time renewal facility.

Staff : 2 books for 15 days and 2 CD/DVD for 10 days with three time renewal facility and 2 back volume of serials for 7 days.

External Member : 1 book for 15 days and 1 CD/DVD for 10 days with three time renewal facility after deposit of caution money of Rs. 2000/- for books and Rs. 1000/- for CD/DVD.

Reprographic services

The services are charged. Print out Rs 5/- per impression, Photocopy Rs 2/- per impression.

Please remember

- **The library card is a must while issuing any library materials or availing any library service.**

- Reference books, journals (current issues), newspapers are not issued to the members.
- Library circulation (documents issue / reissue / return) system is computerized and transaction record of the Library management software will be accepted as authenticated proof.
- In case of books or audiovisual documents returned after **due date**, the late fee will be charged at the prevailing rates.

• **The current late fee rates are as follows :**

- First 10 days : Rs. 3/- per day per item (document).
- After 10 days : Rs. 5/- per day per item (document).
- After 15 days : Rs. 15/- per day per item (document).
- Question paper : Rs50/- per day

- If an item (library material) is not returned within the due date, further items will not be issued in usual course, unless such item is returned or the dues are paid, as the case may be. The Authority shall have the power to remit such overdue charges.
- In case of Public Holiday or vacations books can be issued / renewed on prior planning.

Library Hours: Monday to Saturday

- Working Hour: 08.00 am to 06.00 pm
 - Reading Hour: 08.15 am to 05.45 pm
 - Circulation Hour: 08.30 am to 05.30 pm
 - Reprography : 08.30 am to 05.30 pm
- Members must maintain silence and decorum in the library. Talking, sleeping, eating, smoking and loitering are not allowed in the reading room. Mobile phones and photography without permission are not allowed. Keep mobile in silent mode while entering the library.
 - Personal belongings like bag, briefcases, laptop bag etc. are not allowed to take inside the library. These can be kept with the property counter. However, they may carry laptop, books and notebooks for study purpose only. These will be checked by the library authority at the time of leaving the library.

- Library follows an Open Access system. Books and other documents once taken from the shelf should be left on the table after reading, instead of keeping it back on the shelves.
- Membership cards are not transferable. Members shall not sub-lend the books issued from the library.
- **Library cards are must for collecting clearance during semester end exam.**
- In case of renewal, the library material shall be presented at the counter. Renewal request can be turned down if the same is reserved / required by someone else.
- Loss of the cards should be reported immediately to the Librarian in writing. Duplicate card will be issued on payment of Rs 100/- for each card.
- Members should check the book thoroughly for missing pages, chapters, pictures, etc. while borrowing the book and report the matter to the Circulation staff. In case the book is damaged or lost by the member, they have either to replace the book with a latest edition otherwise a penalty of two times more amount of actual cost or as determined by the Authority.
- A library user caught stealing a library document will be penalized with a minimum fine of Rs. 5000/ plus recovery of the material and mandatory disciplinary action by the authority.
- Students should submit the library materials before exams in each semester.
- Members will have to obtain Library Clearance Certificate from the library on the expiry of membership or terminating connection with the library, failing which the result or security deposit or both of such a candidate would be withheld by the higher authority.
- These library rules may be altered or amended by the concerned authority as required without any prior notice and will be effective and binding to all concerned.

Computer usage policy:

A state of art Digital Library provides seamless access to various CD/DVDs, documentaries, e-books, e-journals, articles, tutorials.

Digital library acceptable use and code of conduct

- Only students or registered members of the library are authorized to use the computers, internet facility or to access digital resources. Students can access the internet facility only with the internet user password assigned to them by the institute. Every user in whose name a user password is issued will be responsible for its proper use. Users should not let other persons use their name, logon, password, or files for any reason; likewise any one found using someone else's password would be severely punished and penalized and denied future access.
- Users may not **install, download copy, or distribute copyrighted materials** such as software, audio or video, files, graphics, and text without the written permission of the administrator. Anyone found doing the same will be liable to pay a fine of Rs. 2500/-.
- Using Flash Drive, Ext. Hard Disk, pen drives or any other external electronic device is prohibited without prior written permission of concerned authority.
- Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to: removal/misplacement of parts, intentional destruction of equipment, altering system settings or software, installing unauthorized or unlicensed software or programs, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.
- Users shall not deface, mark, cut, mutilate or damage library resources in any way.
- Conversation and discussion disturbs the ambience. All users are requested to maintain dignified silence during practice sessions.
- Mobile phones, games and photography are prohibited.
- Use headphones while doing all activities which would create sound.
- Students should sign the log-in register before leaving the library.