

M.S RAMAIAH INSTITUTE OF MANAGEMENT
LIBRARY AND INFORMATION CENTRE
GUIDELINES

I. WORKING HOURS: On all working days

Monday-Friday	08-30 To 18-30
Saturday	08-30 To 17-00

II Categories of Membership and Their Privileges:

SI No.	Category	No of Books	Loan period
01	Faculty	20	Six Month
02	Staff	04	One Month
03	Students	03	Two weeks`

III Procedure for enrolment:

1. The student who seeks library membership in the 1st semester shall have to submit three stamp size photos duly signed along with the identity card.
2. Library tickets will be valid for 2 years.
3. At the end of the 4th semester, the borrower's tickets shall have to be returned and a "NO DUE CERTIFICATE" from the Library will have to be obtained.
4. Books will be issued for two weeks. The book may further be renewed two more times provided there is no recall for the book from any member at the time of renewal.
5. A book may be reserved by requesting orally.
6. If the book is not returned by due date charge Rs. 1 per working day shall be levied

IV Lose/ mutilation Of Books:

1. In case of loss or damage or mutilation done to a book , the Member shall have to replace the book at his cost. Please check the condition of the book, in case it is already damaged while borrowing and report immediately.
2. The discretion of the Librarian is final in this regard.
3. No person is entitled or permitted to mutilate disfigure and deface by writing, underling sentences or anything of that kind, on the borrowed book.

V General Rules:

1. Readers shall maintain perfect order and silence in the library.
2. Making noise, Mobil phones snacks est., strictly prohibited
3. Students shall take care if their bangs, purses, calculators, est. Library is not responsible for any loss of personal belongings .
4. Librarian is entitled to cancel the membership of any person found taking unauthorized books from the library. Reference books should not be taken out of library.
5. Periodicals shall not be lent except for reference and consultation and shall not be lend Home.
6. Project Reports, shall not be lent except for consultation and shall not be lend home.
7. Sleeping in the library is strictly prohibited.
8. All rules as are printed on obverse side of the borrowers tickets should be strictly

VI. LIBRARY COMMITTEE

All the library activities are guided by the library committee which is the policy making body and which is headed by the Dean, Librarian is the convener of the committee. The representatives from the faculty, administration and students are the committee. The committee meets periodically to take decisions on all-important matters pertaining to the function of the library.