

Instructions for Central Library Members

1. The library member is required to keep the library card in safe custody and not to give the card to any other person. The library shall not be responsible for misuse of the card.
2. If library card of a member is lost or stolen, he/she is required to immediately report at Circulation Desk of the Central Library. Otherwise, he/she will be responsible for any misuse.
3. In case the membership account is blocked due to lost or stolen card, the library will provide duplicate card at applicable charges upon library member's request.
4. Library member is required to submit the library card at the time of clearance/deferment.
5. No book will be issued to a borrower if he/she has overdue book(s)
6. Library member is required to pay fine for the book(s) delayed, lost, damaged or destroyed while in his/her possession.

Circulation Rules

Faculty Members (Regular):

- 08 books for one month

Students:

- MS/Ph.D.: 08 books for 15 days
- BS/MA/MSc: 05 books for 15 days

Employees:

- Officer: 03 books for 15 days
- Staff: 01 book for 15 days