

Library Rules

All the students/scholars and outsiders entering the Library shall deposit their bags and other belongings at the entrance and check in the biometric machine at the checkpoint. Only notebooks, laptops and the Library books to be returned will be allowed inside the premises.

Do not leave any valuables at the Check Point. Library is not responsible for any loss of personal belongings. All files, books, notebooks and material issued to the users must be presented to the Library Staff at the checkpoint for inspection while leaving the Library.

Identity Card is compulsory for entering the Library.

Rules

- At all times, library users will respect prevailing IPR/copyright rules for any library material issued to or downloaded by them. At any given point, only up to 20% document can be photocopied. Photocopying of any document cover to cover is prohibited.
- Library resources such as books, journals, and electronic materials, etc. are costly and are often rare. They are for the benefit of not only the present but also for the future members of the Library. Therefore, 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, Dust, Insects, etc.
- Before leaving the issue counter, member should satisfy themselves as to whether the Library material lent to them is in sound condition. If not, they should immediately bring the matter to the Library staff at the issue counter; otherwise, they are liable to be held responsible for replacing the material or paying such compensation as fixed by the Librarian.
- Books removed from the shelves by students, if not required for reference, should be kept on the table nearest to them. Please do not try to shelve them yourself.
- Beverages and Eatables are not allowed inside the Library.
- All users are requested to keep their mobiles in switched off or silent mode in the Library. Use of mobile phones is strictly prohibited in the library premises.
- As the Library is a place of self-study and research, members should maintain an atmosphere of dignity, peace and silence within the Library premises.
- Users are advised not to borrow Books for others in their names.

- No visitor or guest is permitted to use the Library without the prior permission of the Librarian.
- Book search stations are meant for searching the resources subscribed/purchased by Library. Accessing personal emails, Facebook, chatting etc. are not allowed.
- No photograph of the Library shall be taken without the prior permission of the Librarian.
- Suggestions regarding purchase of books/other materials, subscriptions, improving of Library services, complaints etc., may be sent at librarian@staffmarj.ictmumbai.edu.in

The Librarian has the power to cancel the membership and refuse admission to anyone who violates the rules and regulations of the Library or indulges in any other type of misconduct.

Lending Rule

Every Library user (student, staff, faculty, any other user) shall visit the Library to borrow the library material. Users (Faculty/Staff/Students/any other Library member) shall not be allowed to borrow books on behalf of other members. The various categories of members and their privileges are as follows:

Sr. No.	Member Category	No. of Books	Duration
1	Faculty Members	5	180 days
2	Research Scholar/ Project Fellow/ Research Associate/	2	21 days
3	Students(M.Tech., I. M.Tech)	02	7 days

Reference titles will not be issued to any user. However, the Librarian may consider issuing of selected titles to Faculty members.

The faculty/staff spouse is allowed to borrow books from the Library. However, the faculty/staff will be responsible for all such transactions and is required to give an undertaking for the same.

Books may be renewed up to 2 times provided there is no reservation against such titles.

For issue of books/other reading material, the borrowers should present the same along with their Identity card (in case of students) to the staff at the circulation counter. Members should put his/her signature on the book card provided in the book pocket. After necessary checking,

Library staff will issue the book by stamping the due date on the due date label and return the book to the borrower.

The 'Issue Transaction Slip' should be handed over to the attendant at the checkpoint/exit before taking the issued books out of the Library premises.

Books should be brought physically for return and renewals. A renewal over telephonic/verbal requests/written communication is not entertained.

Borrower is fully responsible for the books/any other material borrowed in his/her account. Hence, members are advised not sub-lend the materials borrowed from the Library.

In exceptional cases, a document may be recalled before the due date if required urgently in the Library. Failure to respond promptly to such requests may lead to suspension of Library privileges.

If the borrower fails to return the book(s) within a reasonable time of its due date as indicated in the recall notice/due date slip (pasted on the last page of the book), the borrower is liable to pay the cost of the book and other applicable charges.

For issue of new arrivals, priority will be given to member who recommended that book.

Periodicals

Current issues of the periodicals/journals are not issued to the members. Electronic resources (CDs, Videos AV materials) and back volumes of journals are issued only to Faculty for a period of two weeks.

Penalty of Overdue Books

Fine on overdue items will be charged at the rate of Rs.2/- per day per item across members categories.

If the book/any other material is reported (in writing) as lost/misplaced by the students/faculty/staff or any other member, the overdue charges are not levied in such case from the date of report until the same is replaced. However, such transactions must be settled within two months from the date of reporting of the loss.

Recovery of book lost by member

If a book or any of the above material is lost or mutilated beyond usable condition, the following rules will apply:

1. The book or any of the above material has to be replaced with the latest edition of that material along with an additional charge of Rs. 100/- towards RFID tag.
2. Pay the cost of the latest edition of the book or any other reading material along with an additional charge of Rs. 100/- towards RFID tag and administrative cost;
 - If the book/any other material is out of print or found to be of rare value, then three times the cost of the book has to be paid by the member along with an additional charge of Rs. 100/- towards RFID tag and administrative cost;
1. If the book/any other material is reported (in writing) as lost/misplaced, the overdue charges are not levied in such case from the date of report until the same is replaced (it must be resolved within two months). However, if the member fails to resolve the issues within the prescribed time frame, applicable rules relating to the penalty/ overdue charges will apply.
2. If a book/any other material belonging to a set is lost, the borrower will replace the entire set at their own cost along with an additional charge of Rs. 100/- per volume towards RFID tag and administrative cost.

Clearance Certificate

All those students/employees who leave the Institute must obtain a *Clearance Certificate* from the Librarian.