

Library Rules

- The Library follows an open access system.
- All Library users are required to show their Identity Card at Library entrance.
- The library users permitted to borrow books only. Journals, magazines, reference books and CD-DVD borrowing not permitted have to be referred within the library only.
- Borrowing Entitlement : Books can be borrowed against Reader's Ticket card issued by the library to the borrowers .
- The library card is non-transferable and their loss should be immediately reported to the library. Although the library will take all possible care against the misuse of the library card, it is the holder of the library card who is responsible for any loss to the library due to the misuse of his/her library card. A fee of Rs.100- will be charged for issuing a duplicate library card.
- Users can also renew the books again after the completion of charging period, subject to not being requested from some other user.
- Newspapers, magazines and journals must be read only in the library
- Documents taken out of the shelves must be left on the table. Replacing the books on shelves is not encouraged as it may get misplaced. Misplaced book is like a lost book
- Readers should not mark, underline, dog-ear, write, tear pages or otherwise damage the library documents.
- If a book is not returned to the library when due, the borrower will be fined Re.1/- per day. In the case of loss / damage of a Library book, it has to be replaced by the latest edition of the same . In the case of loss of a single part of a multi-volume publication, entire set will be recovered /replaced from the borrower.
- Suggestions on all aspects,of library services are welcome.
- The list of holidays in the library is available at https://apps.aima.in/aima_library/pdf/library-rules-and-timings.pdf
- Note: These rules are subject to revision/updation from time to time without assigning any reason.