


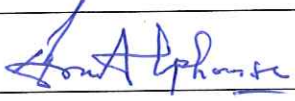
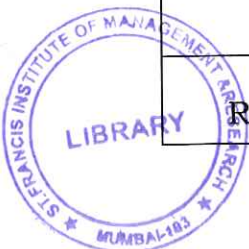



Rev:04	St. Francis Inst. of Management & Research	
Rev. Date: 24.07.19		
Dept: LIRC		
Doc. Title: LIRC Rules		
AS PER ISO 9001: 2015		

## SFIMAR LIRC RULES & REGULATIONS

- While entering the library, readers should leave their personal belongings, such as bags, brief cases, and parcels outside the library reserved for this purpose. However, they can carry loose papers and note books; it's the sole responsibility of the readers of their belongings, neither the library nor the library staff will own the responsibilities of loss/theft/missing of the valuables of the readers;
- Books or other reading materials taken from the stacks should be left on the tables reserved for this purpose. **Please remember that A BOOK MISPLACED IS A BOOK LOST;**
- Readers should maintain peace in the library and should not disturb other users in any way;
- Eatables are not allowed inside the library;
- Readers should not deface, mark, cut, mutilate or damage library material in any way. If anyone is found doing so, he will be charged the full replacement cost of the material;
- Library is Issuing **2 Books** or **Loose issues of Periodicals** per student/staff for **7 days**; **10 Books and/or Loose issues of Periodicals** for 90 days for Faculty; **1 Book per week** for Visiting Faculty;
- **REFERENCE COPIES** are not allowed to take outside the library;
- The borrower may return or renew the book on or before the due date. **Renewal can be done over phone or by sending email at [library@sfimar.org](mailto:library@sfimar.org)**
- **Renewal is not permitted if a demand is pending for the reading material.** Demanded book or reading material will be kept only for 2 days and the concerned user should collect the reading material within 2 days of the date of intimation. If the user fails to collect the reading material, the demand will be cancelled and the reading material will be shelved in the respective shelf.
- **Only 2 times** the document will be reissued or renewed.

		
Reviewed by MR:	Approved by: Director	Approved by: Chairman



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- If a book or the reading material is not returned to the library when due, the borrower will be fined Rs. 15/- per day per volume. Levy of fine / overdue charges will be according to the number of days as follows:  
**For the initial 7 days overdue charges will be Rs. 15/- per day per book, from 8<sup>th</sup> day to 15<sup>th</sup> day the overdue charges will be Rs. 30/- per day per book and above 16<sup>th</sup> day onwards flat Rs. 50/- per day per book will be charged as overdue charges.**
- Overdue fines can be paid in counter immediately. The library can refuse to issue books to a borrower having overdue books;
- Tearing of pages, marking on the pages of the book with pencil are to be strictly prohibited;
- The borrower shall be responsible for any damage or loss caused to the library documents borrowed by him/her and shall be required to either replace such a material or to pay triple the cost of the book or the reading material;
- Group Discussions are not allowed in LIRC. GD can be done in reading room with consent from LIRC staff during examination;
- **Use of Computers for Games is banned. Fine of Rs. 500/- on use of mobile for talking in LIRC, on repetition of violation of rule, Rs. 1000/- shall be levied as fine.**
- Newspapers should be folded properly and kept in the designated place after reading the same;
- Readers while leaving the library should allow the library staff to examine their personal belongings;
- Disregard of library rules, indiscipline and misbehavior will render the borrower liable to forfeiture of membership.

Prepared by Dept. In charge: *[Signature]* 24/7/19

<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Reviewed by MR:	Approved by: Director	Approved by: Chairman

