



## LIBRARY RULES

The APIIT library is a new and well equipped facility that offers the most extensive range of books and magazines for the benefit of students. It is open to all APIIT students who have paid their fully refundable library deposits.

Following are the rules and regulations that a library user must be aware of when using this facility.

### LIBRARY RULES

In order to use the library, The student ID should be carried in person.

No books are allowed to be taken out of the library without being recorded at the counter.

Group type	Loan Limit	Loan Period
<b>Undergraduate Students</b>	<p><b>*2 Books</b>  <b>*1 CD</b>  <b>*1 Reference Copy</b> (Red Tagged Book)</p>	<p><b>*Green Tagged Books</b> – 1 Week with one renewal  <b>*Yellow Tagged Books</b> – 3 days with one renewal  <b>* Red Tagged books</b> – 2-4 hrs. (Daytime; overnight borrowing is allowed after 5:00 p.m. to be returned on the following first working day by 10:00 a.m.)  <b>*1 CD</b> for 3 days with one renewal.</p>
<b>Post Graduate Students</b>	<p><b>*5 Books</b>  <b>*1 CD</b>  <b>* 1 Reference Copy</b> (Red Tagged Book)</p>	<p><b>*Silver Tagged books</b> - 2 weeks and one renewal which will be for one week only.  <b>*Green Tagged books</b> for 1 week with one renewal.  <b>*Yellow Tagged books</b> for 3 days with two renewals  <b>* 1 CD</b> for 3 days with one renewal</p>

Students are not allowed to bring any other items (Bags, Hand Bags, Files, Text Books, Note Books, etc.) into the library except the books that are to be returned or writing materials (eg. small writing pads, notes written in loose paper etc). All other items can be stored in the space provided at the library entrance. APIIT will not take responsibility for any personal items lost while you are in the library.

### PROCEDURE FOR BORROWING BOOKS

To borrow a book, the student will take it to the library counter where a staff member will log into the library computer system and stamp the 'Due Date' in 'Red'.

It is your responsibility to ensure that the books you want to borrow are not damaged or scribbled upon. If found to be so, please report it to the librarian who will then take appropriate action.

### PROCEDURE FOR RETURNING BOOKS

Books returned should be submitted to the library counter where a staff member will update your record on the system and stamp the returned date in 'Black'.

Users returning books are strongly advised against leaving books at the counter without notifying the staff on duty.

### OVERDUE BOOKS.

A book will become overdue if it is not returned or renewed on or before the **due date**.

The table below shows fines levied on overdue items.

Item Type	Fine
<b>Silver/Yellow Tagged Books</b>	Rs. 20/- for the 1st day and Rs. 80/- per each overdue day thereafter
<b>Green Tagged Books/CDs</b>	Rs. 5/- for each day for a period of 7 days. This will increase to Rs. 20/- per day for the next seven (7) days and to Rs. 50/- per day thereafter inclusive of public holidays and weekends.
<b>Red Tagged Books</b>	Rs.5/= per hour.
<b>Periodicals</b>	Rs. 2/= per day.

If books are not returned within 30 days after the due date, Library Deposits will be forfeited after a reminder notice has been issued. To activate this membership the student shall pay a fresh deposit at current rate.

### LOST / DAMAGED BOOKS

If a book is lost or damaged, the student will be held liable for it and must cover the cost of replacing or repairing the book.

***The Rules and Regulations of the APIIT Library are subject to change from time to time. A set of the latest copy is posted on the library notice board for your reference***