

Library Rules, IPS Academy

General Rules

- The library will remain open from 08:00 am to 06:00 pm in all working days.
- Students must read library rule and regulations cautiously
- Keep your personal belongings like Tiffin, bags books etc on property counter. Please do not keep any expensive or valuable items at property counter.
- Please enter your detail in visitor register while entering in the library.
- No personal books allowed in library premises.
- Students with proper uniform allowed in library.
- Students are not allowed to use any personal electronic device like Mobile, CDs, Pen-drive etc. in the library premises.
- Please keep complete silence in library premises.

Rules for books Transaction

Books will be issued to the each category of member as per given schedule. Books will be renewed once only.

S. N.	User Category	No. of Books	Duration
01.	UG Students	03	15Days
02.	PG Students	04	15Days
03.	Faculties	08	06 Month

- A late fee of Rs. 5/- per books day shall be charged as to the Student. The overdue must clear on the spot.

- It is required to all the members to show their membership/identify card at the time of issuing books. This I- Card/Membership is Non-transferable.
- Before borrowing the books, please verify the physical condition of the books. If you find physical condition of the book is not good. Please inform to the library staff immediately.
- Borrower will be responsible for any damage found while returning books.
- If any volume of a multi volume books is lost then pay double cost of entire set of the books.
- If any student caught, stealing books or tearing pages will have to pay entire cost of the books plus Rs. 500/- or Student have to submit 5 suggested books in the library as a penalty. Concern student's Library account will be suspended for two months in addition to the disciplinary action to be initiated.
- If any book lost by student, which not available in the market, he/she is required to pay double cost of the book. The account has to be cleared within two weeks.
- It will be sole responsibility of the preserve the book and return to the library, however if you loses/or misplaces the books, you have to report to the Librarian on the same day and clear your Library account by replacing the book within a week. If he/she fails to do so, with the cost of the book and overdue will be recovered from the student.
- Any student found disobey Library rules, will immediately suspended from the library. Identify Card will be collected, and reported to the Head of the Institute for disciplinary action.
- Library Resources like Newspaper reference books, periodicals, bound volumes, standard, CDS etc. to be referred within library premises.
- Books can be issued to the students up to examination for that student have to deposit some amount in account section i.e. Rs. 2000/- for PG and RS. 1000/-

for UG student. That amount is refundable. If student is not returning the books up to due date fine of Rs. 5/- per day will be charged for first fine days and then from 6th day the fine will be Rs. 10/- per day.

Suggestions/Recommendations

- We always welcome your valuable suggestions for the improvement of the library services.

Dr. Preeti Patel
Librarian IPSA