



### LIBRARY

#### LIBRARY RULES

**The Library members (Users) have to be expected to observe the following rules. It shall help the Library in proper and efficient functioning, and also it shall help the other members (users) of the Library.**

- Every staff member must register their library membership by filling out the prescribed form.
- The student's membership shall be registered from the list submitted by the Institutional administrative office.
- Every member of the Library will be required to show the Identity Card/Library Card/Smart Card provided by the Institute/Library while enjoying the library facilities.
- The library resources (like books, Journals, periodicals, CDs, DVDs, etc.) will be issued to the members per the SIU circulation guidelines.
- A member shall be required to return the resource/ book issued to them at any time if asked by the Library.
- A member shall return/ renew the resource issued to them on or before the due date.
- A member failing to return/ renew the resource within the specified time shall be liable for the payment of the fine as prescribed in the circulation policy of the respective institute.
- A member losing the library resource issued to them shall follow the replacement rules as per the circulation policy of SIU.
- A member entering the Library shall keep their bags and other belongings outside the Library on their responsibility.
- A member willing to take notebooks inside the Library shall enter the details in the register at the security gate.

- A member shall be allowed to take photocopies of the required contents from the Reference Books / Current Issues of periodicals etc., with the prior permission of library staff.
- Members shall not write upon or damage, or mark any signs/ symbols/ remarks on any book belonging to the Library.
- A member taking the wrong book from the shelf shall keep it on the book trolley or the nearest table and shall not re-shelve themselves.
- A member shall not deface, mark, cut, mutilate or damage library resources. (A person doing so shall be liable for the heavy penalty).
- A member shall not be allowed to issue any library resource to anyone else.
- A member/ user may suggest /recommend the book(s) useful for their study through Google form or SIU OPAC. (<http://symbiosis-koha.informindia.co.in>).
- A member entering the Library shall observe all the disciplinary rules of SIU.
- A Member shall observe silence in the Library.
- A member is requested to keep their mobile switched off or in silent mode in the Library.
- A member shall not engage in conversation in any part of the Library.
- A member leaving the Library shall co-operate with the check out the mechanism and security.
- A member cannot cut any news or part of a newspaper.
- Beverages and Eatables are not allowed inside the Library.
- The Students No photograph of the Library shall be taken without the prior permission of the Librarian.
- All students shall be allowed in the Library decently dressed as they are allowed in the classrooms.
- The Library In-charge reserves the right to suspend the membership of any member found misbehaving, abusing the library staff, or behaving indecently.

### **E-Resources:**

- E-Resources Access is only for Symbiosis Law School, Hyderabad students only, monitored regularly.
- Symbiosis Law School Hyderabad Library will issue user names and Passwords.
- Users should not share their user names and Password.
- Unauthorized usage and multiple logins are not allowed. If found, it will lead to blocking the Access to e-resources.

**<https://www.slsh.edu.in/library>**