



SYMBIOSIS LAW SCHOOL, HYDERABAD
A CONSTITUENT OF SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY) PUNE
RE-ACCREDITED BY NAAC WITH 'A' GRADE

GENERAL RULES FOR THE MEMBERS OF THE LIBRARY

The members (Users) of Library are 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 member of the staff must register its library membership by filling the prescribed form.
- The membership of the student 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.) shall be issued to the members as per the circulation guidelines of the SIU.
- A member shall be required to return the resource/ book issued to him/ her any time if asked by the library.
- A member shall return/ renew the resource issued to him/ her 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 fine as prescribed in the circulation policy of the respective institute.
- A member losing the library resource issued to him/ her shall follow the replacement rules as per the circulation policy of SIU.
- A member entering the library shall keep his/ her bags and other belongings outside the library on their own 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 on the nearest table and shall not re-shelve himself / herself.
- A member shall not deface, mark, cut, mutilate or damage library resources in any way. (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) which are 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 his/ her 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 the security.
- A member is not allowed to cut any news or part of a newspaper.
- Beverages and Eatables are not allowed inside the library.
- 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 only 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 in an indecent manner.

E-Resources: <http://10.11.45.253/>

The library always welcomes the innovative ideas and suggestions from the users