

## Library Rules and Regulations – FETW

To ensure a conducive academic environment and efficient use of resources, all library users are expected to follow the rules below:

1. All users must carry their **Institution ID Card/Library Card** to access the library services.
2. **Silence** must be strictly maintained within the library premises.
3. **Mobile phones** strictly prohibited.
4. Library cards are issued upon presenting a valid ID card. Books will be issued for a period of one semester.
5. Books must be returned within the due date. **Overdue books may incur penalties.**
6. The librarian reserves the right to **recall issued books at any time**, and users are expected to return them promptly.
7. Before borrowing, members must ensure the book is in good condition with all pages intact.
8. **Marking, writing, or damaging library books** is strictly prohibited.
9. If a book is **lost or damaged**, the borrower is required to **replace it with a new copy** of the same title and edition.

### Book Borrowing Eligibility:

- **Undergraduate Students:** Up to 4 books
  - **Postgraduate Students:** Up to 4 books
  - **SC/ST Students:** 4 to 6 books, based on availability and need
  - **Faculty/Staff:** Up to 8 books
  - **Departmental Libraries:** Additional resources are available at respective departments.
10. The **arrangement of chairs and furniture** in the reading section must not be disturbed.
  11. Library materials are a **valuable national resource**. Users are expected to handle books with care and integrity.
  12. **Issued books and personal bags** must be kept at the **property counter** near the library entrance.
  13. Users are **strongly advised not to leave cash or valuables** inside their bags while using library services.