KANACHUR INSTITUTE OF MEDICAL SCIENCES
CENTRAL LIBRARY RULES AND REGULATIONS

1. Library will function from 9.00 AM to 9.00 PM on all working days. During the period of University Exam, Central Library Will function 9.00 AM to 11.00 PM on working days and will function between 09.00 AM to 05.00 PM on Sundays and Institution declared holidays.
2. Be polite and gentle with the library staff; other users of the library.
3. Students having classes are not permitted in to the library during the class hours.
4. Students shall leave personal belongings such as books, folders, handbags, briefcases, electronic devices, etc. outside the library entrance in the lockers.
5. Students personal text books/lap tops/ electronic devices/Aprons/Mobile phones will not allowed inside the library.
6. The student using library (main; outside reading; digital) should enter the entry time and exit time and sign in the gate register.
7. Every member should show his/her card to prove identification at circulation counter. User should bring their College Identity card & Library Borrower's card otherwise Library books will not be issued.
8. The student should be wearing the college identity card while in the library.
9. If the user losses his/her Library Card, he/she will be held responsible for the books borrowed on that Card. Duplicate Card will be issued only on payment of prescribed fee Rs.100/-
10. Users are entitled to borrow only one book at a time.
11. Issue of books is on first come first serve basis.
12. Complete silence should be observed except brief talk with the library staff at the circulation desk at the time of issue and return of the book.
13. Borrowers have to observe the physical condition of the books/journals before borrowing and return them in the same condition. Any damage at the time of issue should be informed to the issuing staff, otherwise the student will be held responsible for any damage noticed at the time of returning.
14. The borrowers should not damage/remove any pages or figures from the books. Those Students responsible for any such damages shall replace the book. Latest market rates will have to be paid by the student in case of damage to books, therefore the borrowers are requested to check the book while borrowing.
15. Do not write, underline or mark any book. Library books are carefully examined on return and the borrower will be responsible for any damage and replacement. In case, a book is lost or damaged by any member a fine equivalent to the cost of the book (market rate) will be charged.

16. Group study and discussion is not allowed in the library.
17. Boys and girls are to be seated at the designated areas only.
18. Drinks & eatables are not allowed in the library.
19. Dress code shall be observed.
20. Management/Staff shall not be responsible for any loss of personal belongings of students in the campus, including library.
21. All library services will be closed 15 minutes before the closing time of library.
22. Any papers/pens/personal items left in the library at the time of closing the library will be cleared away by library staff.
23. Users should not enter places that are meant only for library staff.
24. Damage to property in the library will be seriously viewed and disciplinary action shall be initiated against those indulging in such activities.
25. Do not tear, fold or underline pages of books, journals or magazines.
26. Inform Library-In-charge if anyone is found involved in any suspicious activity in the library premises.
27. Do not dislocate books from its position on the shelves.
28. Students are not allowed to take Library Books outside the Library and no student is allowed to bring his / her books into the library at anytime.
29. The Library staff shall have the power to refuse student's entry into the library and to issue books to those violating the College rules and instructions. The administration reserves the right to ask any user who is not complying with Institution/Hostel/library rules &/or not carrying the library card/identity card.
30. Reference books, newspapers and periodicals, audio-visual material can only be used in the library.
31. They have to return the books before leaving the library in good/proper condition.
32. Keep your library and its surroundings clean. Drop all the litter in the litter bins provided inside the reading rooms and around the library lawns.
33. Photocopying: The library's copier and printer can be used by students and faculty for reproducing library resources only by paying the nominal fee. Any other mode of printing or copying is not permitted. Copy right issues shall not be violated.
34. The digital library functions between 09.00 AM to 05.00 PM. Students are not permitted to use the digital library during the class hours.
35. Users are allowed to use digital library only for academic & educational purpose & not for personal purposes
36. Identity Card must be presented and deposited before using the Digital Library facility.
37. The use of the Digital Library Facility is on a first-come-first-serve basis.
38. Maximum use of Digital Library Facility to UG Students is 1 hour/day

39. All user of digital library are required to make LEGIBLE entry in the register kept for this purpose
40. Digital library user is NOT ALLOWED to make any change in the setting of PC, adding any executable programs, deleting files etc.
41. Digital library user should not remove/damage any hardware, wire etc. or interchange keyboard, mouse etc.
42. Digital library user is not permitted to download software. No student is allowed to use his / her own CDs or flash drives.
43. Silence shall be observed at all times. Loud conversations are not permitted in the digital library.
44. Recreational activities like playing games, audio/video streaming, online chatting and accessing social networking sites are prohibited while using the digital library.
45. Downloading, installing and running of software other than those already installed on the computer stations are not allowed by the user of digital library.
46. Downloading and accessing/opening of pornographic sites and materials are not allowed while using the digital library. Illegal/Unlawful activities such as (but not limited to) hacking, deleting of files, changing/tweaking of system configurations/passwords resulting to damage of systems and networks are prohibited.
47. Digital library user shall not tamper with any equipment inside the facility, specially the computer units.
48. In case of hardware/software problems, ask assistance from the staff on duty.
49. Use of Mobiles is strictly prohibited inside the library premises, including digital library.
50. The Digital Library staff on duty has the right to request the user to leave the premises if he/she is found to be violating any of these rules.
51. OUTSIDE READING ROOM: Students can make use of the outside reading room by using their own personal text books. Student shall produce ID card, make entries in the gate register, while entering and exiting. Complete silence shall be maintained. Group discussions; use of mobile phones are not permitted. Students are not permitted to bring the library books into the outside reading room.
52. Student having any grievance or complaint will bring the matter to the notice of Librarian. False complaints are liable to the considered as offense and dealt with accordingly.
53. These rules are binding on the users of the library and may be amended, modified, deleted at any time in the future.