



CENTRAL LIBRARY - RULES AND REGULATIONS

NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR

GENERAL RULES

1. Keep quiet at all times in and around the library.
2. Show your valid Institute ID at the entrance.
3. No phone calls allowed inside the library.
4. Leave bags and folders at the luggage counter outside.
5. Do not leave belongings overnight; the library is not responsible for lost items.
6. Show all items to security when exiting the library.
7. Do not enter staff-only areas without permission.
8. Damaging books (writing, tearing, etc.) will result in a fine equal to the latest edition's cost.
9. Behave properly – no feet on furniture, eating, drinking, smoking, or sleeping.
10. No loud devices (radios, music players, etc.) allowed.
11. No seat reservations – first come, first served.
12. Do not re-shelve books – leave them on the tables.
13. Library equipment must not be moved or altered without librarian approval.
14. Breaking rules may lead to penalties.

MEMBERSHIP RULES

1. Membership is mandatory and open to all registered students, faculty, and staff of the institution.
2. A valid institutional ID must be presented to access library services.
3. Members must follow all library rules and respect library staff instructions.
4. Membership privileges may be suspended or revoked for rule violations.
5. Failure to show a library card will result in a fine at the time of no-dues clearance.

MATERIALS NOT FOR ISSUE

1. Reference books
2. Newspapers
3. Journals and magazines

BORROWING PROCEDURE

1. Borrowing hours: Weekdays, 9:00 AM – 4:50 PM.

2. Only currently registered students can use library services.
3. Valid college ID is required to borrow materials.
4. Do not take materials out without proper checkout by staff.
5. You may borrow up to
 - a) Students: 7 books for 20 days.
 - b) Faculty: 7 books for 30 days.
 - c) Other staff: 7 books for 30 days.
6. Return all items on or before the due date.
7. No borrowing or sharing of books on behalf of others.
8. Overdue books or fines will block access to library services.
9. Return reserve materials on time as scheduled.

DAMAGE/ LOSS OF MATERIALS

1. Users are responsible for any damage or loss of borrowed items.
2. Check book condition before borrowing to avoid being blamed for damage.
3. Report and replace/pay for lost books within 30 days.
4. Return recovered lost books to the librarian—they remain library property.
5. Any user who causes damage to or loss of any library materials or other library property will be charged for replacement costs and some extra % according to the year of publication.

OVERDUE CHARGES/ FINES

1. Students: Rs. 10 per book for returns 1–10 days late; Rs. 10 more for every 5 days after.
2. Faculty/Staff: Rs. 20 per book for returns 1–30 days late; Rs. 10 more for every 15 days after.
3. Payments: Fines must be paid in cash; UPI is not accepted.

EXCLUSION FROM THE USE OF THE LIBRARY

1. Library Committee may suspend users who break rules.
2. Staff can remove anyone causing disturbance.
3. Library access is for registered students, faculty, and staff.
4. Other people may use the library after taking consent from the concerned authority but will not have any borrowing privileges.

NB: These rules and regulations are subject to review by the library committee from time to time.