CENTRAL LIBRARY RULES & REGULATIONS, NIT MANIPUR

1. General Rules

1) Maintain silence at all times.
2) Carry and present your valid Institute ID.
3) Mobile phone calls are prohibited.
4) Deposit bags and folders at the luggage counter.
5) The library is not responsible for unattended belongings.
6) Show all library materials to security before exiting.
7) Entry to staff-only areas is prohibited without permission.
8) Do not damage library materials; replacement charges will apply.
9) Eating, drinking, smoking, sleeping, and disruptive behavior are not permitted.
10) Loud electronic devices are prohibited.
11) Seats are available on a first-come, first-served basis.
12) Leave used books on the tables; do not re-shelve them.
13) Do not move library furniture or equipment without permission.
14) Violation of library rules may result in suspension of library privileges.

2. Membership Rules

1) Membership is compulsory for all registered students, faculty, and staff.
2) A valid Institutional ID is required to access library services.
3) Members must follow all library rules and staff instructions.
4) Membership may be suspended for rule violations.
5) Failure to produce a library card during No-Dues clearance will attract a fine.

3. Materials Not Available for Loan

The following materials can be used **only in the library and cannot be borrowed**:

- Reference Books
- Newspapers
- Journals
- Magazines

4. Borrowing Procedure

1) Borrowing Time: Monday–Friday, **9:00 AM – 4:50 PM**
2) Borrowing limits are as follows:

Member	Book Limit	Loan Period
Students	7	30 Days
Scholars	7	30 Days
Non- Faculty	7	60 Days
Faculty	7	180 Days

3) Valid ID is mandatory for borrowing.
4) Materials must be properly issued before leaving the library.
5) Return all items on or before the due date.
6) Borrowing on behalf of others is not permitted.
7) Overdue books or unpaid fines will block borrowing privileges.

5. Damage or Loss of Library Materials

1) Borrowers are responsible for all issued materials.
2) Check books before borrowing and report any damage.
3) Lost books must be replaced or paid for within 30 days.
4) Replacement charges will include the cost of the book and applicable additional charges.

6. Overdue Charges and Fines

Students and Scholars

- **Rs. 10** per book for returns **1–10 days overdue**.
- An additional **Rs. 10** per book for every **5 days** thereafter.

Faculty and Non-Faculty

- **Rs. 20** per book for returns **1–30 days overdue**.
- An additional **Rs. 10** per book for every **15 days** thereafter.

Payment Method: All fines must be paid **in cash only**. UPI payments are not accepted.

7. Exclusion from Library Use

1) Users violating library rules may be suspended.
2) Disruptive users may be asked to leave.
3) Library facilities are primarily for registered students, faculty, and staff.
4) Visitors may use the library only with prior permission and are not eligible for borrowing privileges.

Note

These Rules and Regulations are subject to revision, amendment, or modification by the Library Committee from time to time. All library users are expected to remain informed of and comply with the latest version of these regulations.