

LIBRARY RULES

Library Membership

1. IMI library is meant only for the Students, Faculty, Staff, External members, and Visiting Instructors of IMI.
2. Each student member will be issued one library borrower ticket.

Membership Procedure

3. A prescribed form available at the library security check counter should be used to apply for library membership.
4. Fill up the requisite form and attach a photocopy of the fee receipt and submit it to the library.

Circulation Rules

5. Borrowing facilities are given only to the members of the library. Documents may be borrowed only against the borrower ticket issued to individuals. The borrower ticket are Non-transferable.
6. The holder of borrower ticket is responsible for any book issued against that ticket, as per the library records.
7. All the students' members will produce their Library card on the counter at the time of issue and return of books.
8. Students are allowed to borrow not more than two book on library borrower ticket at a time, and are required to return them within SEVEN days for General books and within one day for overnight books.
9. Periodicals, Newspapers and books on reference section may not be taken away from the library.
10. For reissuing it is necessary to present the book at the counter. Reissue is not automatic. If there is a pending demand for the book, the request for reissue may be turned down by the library. One book issued successively for two weeks will not be reissued even if there is no demand for the book.
11. During the examinations, books issued for a week will not be reissued even if there is no demand for the book.
12. The Librarian can recall books and other library documents any time if need arises.
13. If the book is not returned by due date, the member will be charged a penalty of Rs. 5 per day per volume for General books and Rs. 10/- per day per volume for Reference/overnight books.

14. The library can refuse to issue books to members having unpaid dues.
15. If a member loses a book against his/her ticket, the penalty will be as follows:
 - (a) He/She will have to replace the document(s) lost or pay the current price of the document(s).
 - (b) If the book is not easily available in the market, then the loser would pay 15% extra of the last known cost of the document(s).
16. If a member loses his borrower's ticket, he/she shall make a written report to the Librarian. On request, duplicate ticket may be issued after a period of one week after the report of the loss is made. However, the member will have to pay Rs. 50/- for each duplicate ticket required.

General Rules

17. Users should maintain silence and should not disturb other readers in the library. Smoking/eating/drinking/chatting is strictly prohibited in the library premises.
18. Users of the library should keep their Cell Phones in silent mode inside the library.
19. The staff member(s) at the check point may refuse entry to those who do not produce valid identity card.
20. While entering the library, users should leave their personal belongings such as bags, personal books etc. at the entrance to the library on shelves provided. Users leaving the library should permit the library staff to examine their personal belongings, if asked.
21. IMI library follows an open access system. Books and other reading material taken from the library stacks should not be restacked by the readers. These should be left on the reading table.
22. Users of the library should not deface, mark, cut, mutilate, or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage, and the cancellation of library membership.
23. The member would satisfy himself/herself before leaving the issue counter as to whether the book is in sound condition or not, otherwise he/she may be held responsible.
24. It is of utmost importance that members behave in decent manner with the library staff. It helps in providing you better services. If they have any problem, report it to the Librarian. In case he is not available contact any other senior person on duty.
25. Any infringement of the library rules will render the privilege of admission and of borrowing book from the library as withdrawn.