
RULES AND REGULATIONS

Library Working Hours

⌘ Monday to Friday	08-00 AM	to	09-30 PM (10PM During EXAMS)
⌘ Saturday	08-00 AM	to	04-00 PM
⌘ Sunday & General Holidays	08-30 AM	to	04-00 PM
⌘ Reading Hall (Own Books)	06-00 AM	to	11-00 PM

Membership for Lending Library Items

- ☞ All the Staff & Postgraduate students are eligible for library membership. The eligible candidates are requested to collect library membership form from the central library and they have to fill the form get signed from PRINCIPAL, HOD of the concerned Department & Professor In-charge of the Library. After duly filling the application form they have to submit the same to Central Library along with three similar passport size photographs.
- ☞ Membership also provided for Interns & SC/ST Students.
- ☞ Two Library Borrower's tickets will be issued to bonafide members.

General

- ➔ Library members can borrow books and bound volumes & periodicals for a stipulated period
- ➔ The library authorities have power to cancel the membership, who is infringing the rules of library.
- ➔ Own Books, Aprons, Bags, Plastic Covers, Snacks (Chewing Gum) and any personal belongings are not allowed inside the library.
- ➔ Under no circumstances, the library authorities are responsible for transferred or misuse of library borrower's tickets.

Library items - Books / Bound Volume / Periodicals

- ♣ Books will be issued only on production of library borrower's ticket.
- ♣ Members can borrow one book and one journal at a time for one BT card for a maximum period of 14 days.
- ♣ On no account, the books borrowed are transferable to any other members.
- ♣ If any PG students fails to return book/journal with in due date, they will be charged Rs.5/- per day for first 15 days and after that Rs.10/- per day will be charged for one month. After one month it will be Rs.25/- per day for subsequent days.
- ♣ Theses, dissertations, CDs, video cassettes, etc. are not lent out of the library

- ♣ Although the library circulation staff will observe any damage to the library item before lending it, all readers are requested to check the library item thoroughly for missing pages, chapters, pictures etc., or any damage before borrowing. Please note damaged items will not be lent out.
- ♣ Library borrowed items (books / bound volume /periodicals) if returned in damaged condition will NOT be accepted from the reader. Mutilated or spoiled books will have to be replaced by the borrower / the borrower would have to pay the replacement cost of the book for its latest edition.
- ♣ Members are requested to return the library items within due date to avoid fine & inconvenience to others

Overdue notices and suspension of borrowing privileges

- ☞ If a loaned item is not returned by the end of the lending period, the library sends the reminders. Failure to return even after reminders the decision will be taken with concerned higher authorities.

Loss of library borrowed items

- † Loss of books / bound volume /periodicals must be reported immediately. Late fees, if any, will be charged till the loss of borrowed item is reported. If the original borrowed library item is returned after reporting it lost, the fine will be calculated till the date of its return.

Claims

- * Borrowing members can keep claims for borrowed items. Reader can claim for books (reserve) already issued, at the circulation counter.
- * Any borrowing item can have maximum 2 claims.
- * Claimed books are kept reserved for the claimant for 3 days from the date of return by previous borrower.
- * Books / bound volume / periodicals have to be made physically available for re-issue
- * Books / bound volume /periodicals are reissued only if there are no claims.
- * The borrowing facility can be withdrawn or restricted in case of misbehaviour or misuse of the library.

Library Services

- ❖ Library does not permit photocopying of books, except few line Drawings, Tables, Pictures, Diagrams, Charts, & Images etc. totaling to few pages.
- ❖ Photocopy of limited number of pages is provided to the members of the library.
- ❖ Audio/Visual Service
- ❖ Library materials that the MSRMC library does not possess in its collection can most often be obtained form other libraries. This is called Inter Library loan (ILL). This facility can be availed by our borrower members only.
- ❖ OPAC service

Computer Facility

- ☞ Computer facility is only for the MSRMC staff and students, Users must display their identity in the digital library whenever enquired by the library staff.
- ☞ The library provides access to computers through the computer section. The computer section has 56 PC Terminals with the following additional value for the users to work with for their academic needs.
- ☞ Chatting on the Net is prohibited
- ☞ Computer section of the library provides internet and downloading facility to the library members during all working hours of the library. Print out charges Rs.2/- text print and Rs.4/- power point slides/pictures. Scanning charges Rs.2/- and Rs.4/- scan & print. Scanning is allowed only for pictures, diagrams and tables & charts.
- ☞ Users are not permitted to save unwanted information, files, images etc on any section of the hard disk of any of the PCs.
- ☞ Out side floppies, pen drives, CD's other type of storage devices are not allowed without the permission of concerned library staff. Blank CD's to be available at actual cost of the central library.

No Dues Certificate

- ♥ To obtain **NO DUES CERTIFICATE** from the library, the member shall return all the books/journals and pay the over due charges if any, and surrender the library borrower's tickets issued against their name.

Conclusion

This library is centre of learning medicine and allied subjects. It is to be noted that this is not an entertainment zone. Kindly use it for gaining knowledge of medicine. You can also use it as an e-mail centre but not a chat centre.

The Digital Library is a 62 node library with broadband access to internet with e-mail and is being built up as a repository of knowledge. It also has access to full text journal articles through the HELINET consortium of Rajiv Gandhi University of Health Sciences. The library also offers facility to browse more than 1041 CD textbooks.

The management is pleased to permit the use of these facilities by medical professionals, students and paramedical personnel's.

USE OF CELL PHONE IN THE LIBRARY IS STRICTLY PROHIBITED

ALL THE STAFF & STUDENTS ARE INFORMED TO STRICTLY OBEY THE RULES AND REGULATIONS TO RUN THE LIBRARY SMOOTHLY.



CENTRAL LIBRARY TIMINGS

MONDAY TO FRIDAY - 8 A.M to 9.30 P.M
(UP TO 10 P.M. DURING EXAMINATIONS)

SATURDAY - 8 A.M to 4 P.M

SUNDAY AND GENERAL HOLIDAYS – 8.30 A.M to 4 P.M

OWN BOOKS READING HALL
6 A.M. to 11 P.M.