



AMITY UNIVERSITY KOLKATA

CENTRAL LIBRARY

Rules & Regulations

1. Students, Faculties & Staffs are eligible for becoming Library Member.
2. Members need to show their Library Cards at the security desk at the time of entering the library.
3. Members need to sign Gate Register at the time of entering the library.
4. Library Hours: 9AM to 6PM (Monday to Saturday)
 - a. Lending Hours : 09.30AM to 1.30PM & 2PM to 5.30PM
 - b. (Lunch Hour: 1.30PM to 2PM)
 - c. Library hours are extendable up to 8PM in evening, during the term end final examination.
5. Borrowing Rights:
 - a. Student Members (Under Graduate) – 02 Books – 14 Days
 - b. Student Members (Post Graduate)- 04 Books – 14 Days
 - c. Research Scholar (Full/Part Time) - 04 Books - 30 Days
 - d. Faculty Members (Full Time) – 08 Books - 60 Days
 - e. Faculty Members (Part Time) - 04 Books - 30 Days
 - f. Staff Members (Full Time) - 04 Books - 30 Days
 - i. One time renewal of book may be permissible, if that particular book has sufficient available copies at the library, and there is no demand by any other student.
 - ii. Once a book is issued, it cannot be returned on the same day.
 - iii. Members need to be present physically on circulation counter during issuing any book.
6. Reference materials should not be taken outside the library.
7. Books taken on daily issue basis with Reference Card for reading/photocopy purpose, must be returned before 5.30PM on the same day.
8. Overnight issues of the books are allowed after 4PM and that particular book need to be deposited by 9.30AM on the next working day.

9. Overdue/Late fine of Rs.5.00 per day will be charged from 15th day including in between Saturdays, Sundays or any holidays.
 - a. Late fine of Rs. 100 per day will be charged on the books issued on daily basis or in overnight issue with Reference Card.
10. Duplicate Library Membership Forms/ Cards, etc will be reissued after paying Rs.50.00 along with a Formal Application to the Librarian forwarded by HOI's/HOD's/PL's.
11. Any consideration/waive of Late Fine, etc. is applicable with sole recommendation of HOIs/Registrar/AVP/VC.
12. Library Clearance/No dues certificate will be issued on surrendering all library materials with him/her, including Library Cards and payment of all outstanding dues.
13. Lost/Damaged Books need to be replaced by a new one with latest available edition and along with all outstanding dues.
14. Digital Library can be accessed by signing Register kept at the kiosk. Consult E-Resources with aid of library staffs.
15. Improper use of Computers, any Library Items or Internet (Browsing Social Networking Sites, Shopping Sites, etc.), is punishable.
16. All personal belongings except purse, mobile and notebooks shall kept at the lockers.
17. Mobile Phones shall kept switch off inside the library. Rs.50 will be charged as punishment for Receiving, Calling or Photographing with Mobile Phones inside the library reading zone.
18. Food items are not permitted inside the library.
19. All members are expected to observe complete silence inside the library.
20. Members found guilty of violating the library rules will be terminated from all the library privileges including access to the library.

The Librarian/Library Committee/the Competent Authority of the University has full right to override or make changes in any of the rules according to special circumstances and for the good interest of the library.