



Website: www.nitandhra.ac.in

Email: library@nitandhra.ac.in

राष्ट्रीय प्रौद्योगिकी संस्थान - आंध्र प्रदेश

NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

TADEPALLIGUDEM – 534102, WEST GODAVARI DIST., ANDHRA PRADESH, INDIA.

NIT Andhra Pradesh Central Library

General Instructions:

1. All members of NIT Andhra Pradesh Academic Community are the member of Central Library.
2. Every member of the library must bring their ID card to identify himself/herself when requested to do so.
3. Outwears, brief cases, handbags, files, umbrellas, raincoats and similar items should be deposited at the check point before entering the library. **Library will not hold any responsibility for any loss or damage to the belongings.**
4. Use of mobile phones, smoking, and refreshment or food items of any kind inside the library is not allowed and strictly prohibited.
5. Library is a place to build knowledge through resources available in the library, keeping the same in view, silence and peace must be observed in the Central Library.
6. Readers are requested to follow the **Queue System at Circulation Counter.**
7. The Librarian can recall any issued document at any time without giving any notice.
8. A misplaced book is temporarily lost. To avoid misplacement; books taken from the open shelves should be left on the nearest table/trolley. Library materials should be handled with utmost care. Nobody should write, damage and make any mark on any kind of library materials. Materials damaged, defected or lost must be replaced; otherwise the cost will be realized from the borrower.
9. Members should keep the library informed of any change of address during the period of their membership.
10. Members should return all materials borrowed from the library before proceeding on any kind of long leave.
11. Materials that are issued should be produced for the security to check.
12. Faculty and staff going on long leave, deputation, study leave, or extraordinary leave will have to return all borrowed materials before leaving the Institute.
13. Students need to clear all their Library Dues at the end of each Semester before leaving the Institute for the Summer/Winter vacations.
14. Students are advised not to issue Books to others on their names.
15. No photograph in the Library shall be taken without the prior permission of the Librarian.

16. All students are advised to come to the Library in decent dress as they are in the classrooms
17. Suggestions for purchasing books and other materials and improving the library services are welcome.
18. The librarian has the power to cancel the membership to anyone who violates the rules and regulations of the library or indulges in any other type of misconduct.

Care of Library Materials:

- Library resources such as books, journals, and electronic materials, etc. are costly and are often rare. These resources are for the benefit of the present and for the future members of the library. Therefore, library users' are requested not to write upon, damage, turn down the leaves or mark on any library materials.
- Books Borrowed should be protected from RAIN, DUST, INSECT, etc. and must be returned in the same condition as it was issued. Users should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource.
- Tracing or copying of any is prohibited by copy right policy and users shall be solely responsible for any violations.
- **Before leaving the Issue counter, borrowers are requested to check the books thoroughly before checkout. Any damage found in it must be brought to the Librarian's notice.**
- **Last borrower is responsible for any kind of damage of lent items, otherwise, they are liable to be held responsible for replacing the material or paying such compensation as fixed by the Library.**

Borrowing Privileges:

Books and certain other documents held by the library, may be issued to the members as per their eligibility as given listed below:-

SL.No	User Category	No of book to be issue	Time Period
1	Faculty/Adhoc Faculty	7	6 months/one semester
2	Research Scholar(PHD)/Group A staff	5	30days
3	Student(MTech/BTech)	3	15 days
4	Other Non-Teaching	2	30 days

Fine Rules for overdue Material:

Days From the due date Btech/MTECH	Fine per day	Days From the due date PHD/MS Research	Fine per day
0-15	Nil	0-30	Nil
16-22	1	31-38	1
23-45	2	39-45	2
45-60	5 and membership will temporary suspended.	45-60	5 and membership will be temporary suspended.
Beyond 60	The library will consider that the book is lost by the borrower, and action shall be initiated to recover the cost of the document as per the prevailing rules, along with fine of Rs. 5/- per day, and the suspension of membership.	Beyond 60	The library will consider that the book is lost by the borrower, and action shall be initiated to recover the cost of the document as per the prevailing rules, along with fine of Rs. 5/- per day, and the suspension of membership.

Fine rates would be revised time to time if necessary, and would be intimated.

Renewal of books:

- Books may be renewed on the last day as per issue to a maximum of two times provided there is no advance reservation for the same.
- Renewal is permissible only to borrower in-person with the borrowed document.

Reservation for issue of documents:

- Members can reserve documents, if the same is in issue.
- The reservations will be in queue.

Reference collection

- Reference books / Journals / Periodicals / Magazines / Dictionaries / Yearbooks / Manuals/Guides / Atlases / Thesis /Dissertations / Project reports / CDs are not lent out of the library. These should be read and referred in the library only.
- Reference collection is not to be issued.

SC-ST BOOK BANK:

Book Bank collection in the library will be circulated at the beginning of the each Semester.

Replacement of lost book:

- If the user loses a book, has to return the exact/latest edition of the book to the library with admissible fines. Or else pay twice the cost of the book + processing cost of Rs. 100/- or the current cost of the book, whichever is higher.
- If the user loses one volume of a multi-volume set and is unable to replace the lost volume, He/she has to pay for the entire set of volumes with admissible fines.
- In case out of print books, the price of the book shall be the money actually paid by the library at the time of purchase.
- In case of foreign books, the price paid will be calculated in foreign currency and converted to Indian rupees at current rate of conversion.

WEBOPAC FACILITY BOOK SEARCH:

The users can search and find the bibliographic details of all the print collection available in the library from any location through internet library online catalogue.

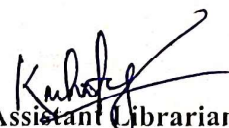
Library Timing:

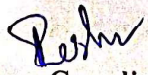
Monday to Friday	9.00 A.M. to 8.00 P.M.
Saturday	9.00 A.M. to 5.00 P.M.
On All Public Holidays and Sundays Library completely closed.	
Special arrangements will be made to keep the Library open till late hours during the mid/end examinations. It may be changed with change in academic timing of the institute.	

Circulation Hours:

- Circulation section is kept open from (Monday to Friday) - 09.00 a.m. to 05.30 p.m.
- Saturdays-09.00 a.m. to 04.00 p.m. for transacting books (issue/return/renewal/reservation).

Recommended By


Assistant Librarian


Library Coordinator


I/c Registrar