

**RAJIV GANDHI UNIVERSITY**  
**RONO HILLS, DOIMUKH, ITANAGAR**

**RULES & REGULATIONS OF THE CENTRAL LIBRARY**

1. The bona fide students are those, who have taken admission in this University, regular faculty members, research scholars (PhD./M.Phil), regular staff members of the University are allowed to use the Library.
2. During their visit to the Library, users have to deposit their bags and belongings in the property counter.
3. The Library users have to sign in the visitor's register at the entrance.
4. The Library membership **Smart Card** will be provided to the user after filling up of prescribed membership form.
5. The Library **Smart Card** provides five (5) books for one month to the students, five (5) books for the research scholars for two months, fifteen (15) books for the Faculty members for three months and five (5) books to the staff members for one month which are renewable (two times) on or before the due date .
6. A fine of Rs. 1.00 per day per book will be imposed if the user fails to return the borrowed book on/before the due date.
7. The Library **Smart Card** is not transferable.
8. The Library timing is 9.00A.M. to 5.00 P.M. in all working days.
9. The Library is under surveillance of CCTV camera. If any user found mutilating or unauthorized lending (stealing) of books/documents then his/her membership will be cancelled and proper action will be taken. Marking, folding of books are strictly prohibited.
10. If any user lost Library books has to be replaced or pay the cost with fine as per decision of the Library Committee.
11. Text books, Reference books, Journals, Newspapers and Magazines, Thesis and Dissertations are not for issue. Photocopy of Thesis and Dissertations are not allowed.
12. The users are not allowed to shelve the books on the racks by themselves.
13. Cell phones are allowed either in silent or switched off mode inside the Library.
14. Readers are advised to keep silence in the Library.
15. Outside readers will be allowed to use the Library on permission of the Librarian only.

Librarian