

Rules and Regulations

To ensure a conducive learning environment, all users of the **Calcutta Institute of Science and Management Central Library** are required to adhere to the following rules and regulations:

Library Timings:

Library remains **open from 09:30 a.m. to 06:00 p.m.** on every working day except Saturday, Sundays and holidays. Circulation hours are fixed from **10:15 am to 5:30 p.m.**

General Conduct:

- Maintain silence in the library to ensure a conducive study environment.
- Students are not allowed in the Library Reading room and Digital library without Library Membership card.
- Presentation of Library Membership card is compulsory for issuing books for home reading. Library card is not transferable.
- Attending phone calls, playing songs, movies, or videos on laptops, mobiles, or other devices is strictly prohibited in the library specially in the reading room and digital library section.
- Discussion, gossiping, sleeping, loitering within library premises are strictly prohibited.
- The reading room and the digital library section are for academic purposes only.
- Any kind of marking, damage of books is strictly prohibited. At the time of borrowing a book, every borrower must examine it carefully and bring to the notice of the library staff of the Circulation section in case of mutilation, marking or damage. Otherwise the last borrower will be held responsible.
- Library furniture, books, and resources should be handled with care.

Membership and Access:

- Library access is granted only to registered students, faculty, and staff of CISM.
- A valid library card or ID must be presented for borrowing books and accessing resources.
- Library cards are non-transferable; misuse may lead to suspension of privileges.
- The photocopy of the admission fees receipt and two passport size photographs are required at the time of the new library membership registration.

Borrowing Rules:

- Students can borrow a maximum of 10 books. Textbooks are issued for entire semester or for 15 days or for 1 month depending on the availability.
- Faculty members have separate borrowing privileges.
- Books must be returned or renewed before the due date to avoid fines.
- Reference books, journals, and periodicals are for in-library use only and cannot be issued.

Fines and Penalties:

- Late returns will attract a fine of Rs.1.00 per day per book.
- Library borrowers may be held responsible for lost or damaged library materials. Lost or damaged books must be replaced or paid for as per library policy.
- Any violation of rules may result in suspension of library privileges.

Use of Digital Library section:

- The Digital library section is open to registered students with valid library membership card
- Access to online journals, e-books, and databases, NPTEL tutorials, NDL materials are available for academic purposes only.
- Misuse of digital resources or unauthorized downloads may result in strict action.

Special Instructions:

- Bags and personal belongings must be kept in the designated area outside the library.
- Any misconduct or violation of rules will be reported to the concerned higher authority.
- In case of loss of a membership card duplicate cards will be issued against a General Diary report from the Local police station along with a fine.
- No service will be entertained to students without a proper membership card.

Library Clearance Certificate:

- An outgoing student/faculty/staff must submit the membership cards along with books and other documents borrowed from the library in order to obtain a library clearance certificate.