

**Circulation Rules**

Circulation Service is offered subject to the following rules:

Books are normally issued for a fortnight only.

Textbooks which have single copies shall not be issued.

Students can reserve the books at the Circulation Counter in case the particular book has already been issued.

Reference books, theses, project reports and periodicals/bound journals are to be consulted within the library premises only.

Dissertations/Theses cannot be photocopied.

Library can recall any issued book even before the due date.

Sub lending of books is not permitted