

Library Rules and Regulations (Code of Conduct)

1. Faculty members, non teaching staff, research scholars and students of KLU are allowed to use the library. Members should always carry their ID cards while using the library.
2. All users visiting the library should use combo card at the access-control door every time.
3. All users must follow the dress code of the University and should observe strict silence inside the library.
4. Engaging in conversation/discussion/group study inside the reading halls is strictly prohibited. Discussion is permitted only in the designated Discussion Rooms.
5. Users are responsible for books issued against their membership. If the issued document is found mutilated or seriously damaged on return, the users will be held responsible for the damage and will have to replace the same or pay four times the present cost of the mutilated book.
6. Loss or damage to library material on loan to a user should be reported immediately. The user must pay the cost of replacing a lost or seriously damaged book or other item in addition to paying fine.
7. All users leaving the library must show all books, folders, papers, etc. in their possession, whether these belong to the library or not, at the counter of the reading hall. Users are also required to open for inspection any receptacle carried out of the library.
8. Books, journals, etc. taken from the shelves for reading should be left on the tables after use and 'not' to be replaced on the shelves.
9. Users should not write in, mark, fold, damage, disfigure or make any mark upon any document or furniture of the library.
10. Mobiles phones are to be switched of or to be kept on silent mode in the library reading halls; their use in library is strictly prohibited.
11. Computer terminals should be used are for educational purpose only.
12. Chairs and tables and other library equipment, fittings and furniture should not be marked, defaced, or disarranged.
13. Users are not allowed to bring personal belongings like bags, briefcases, handbags, umbrellas, aprons, personal books or other receptacles inside the library. They are to be kept at the Property Counter only.
14. The library cannot be held responsible for their loss of personal belongings like watches, pens, pen drives, wallets, cell phones, etc left unattended on tables, etc.
15. Copyright Law should be strictly observed by all library users when making copies of library materials.
16. Users should not carry books from one floor to another. They should leave the books on the reading table after use.

17. Users are not to share their net access ID and password with other students.
18. Users must return the document(s) in their possession to the library, when called for by the library for stock verification.
19. Users violating the rules of the library shall be liable to forfeit the privileges of the library, its services and their membership is liable for termination.