



**INSTITUTE OF MANAGEMENT STUDIES, DEHRADUN  
UTTARAKHAND-INDIA 248001**

**Library Rules for Students**  
(With effect from 15 July 2009)

1. No Bags/Hand Bags/Raincoats/Jerkins/Casual Wears/Laptops/Printed Materials will be allowed inside the Library. Note Book, however, may be allowed.
2. Every reader must **sign the Gate Register** while entering the Library.
3. Students should **keep silence** in the Library. **Mobile phones** are to be kept in **“Switched Off”** mode while using Library.
4. Library timings will be from **9:00 a.m. to 6:00 p.m.**, but issue/return timings will be **9:30 a.m. to 5:00 p.m.**
5. A Book will be issued for 15 days only. However, issued books may be recalled earlier, if urgently required by the Library.
6. At any time, the number of Books issued to a student shall not exceed Five.
7. Periodicals and Reference books will not be issued and may be consulted only in the Library.
8. A Book must be returned in the same condition in which it was issued.
9. Overnight issue of reference books is made available after 3:00 pm (to be returned on the next working day by 10:00 am).
10. In case an issued Book is not returned in time, a fine of Rs. 5/- per day will be charged up to 15 days. After this period, a fine of Rs. 10/- per day will be charged for the next 15 days. If the book is still not returned, double the cost of the latest edition of the book will be charged. No book in exchange will be accepted.
11. Absence from the Institute will not be allowed as an excuse for the delay in the return of books.
12. No reminders will be issued to individual defaulters, but a consolidated list of defaulters will be displayed on the Notice Board.
13. In case a Book is reported lost or found damaged, double the cost of the book of its latest edition, will be charged from the student. No book in exchange will be accepted.
14. Books/Old Magazines will be issued to Identity Card holders only. If a student loses his/her Identity Card, he/she will pay a fine of Rs. 250/- per Duplicate Card.
15. In case of marking/underlining / folding of pages of books, the cost of the latest edition of the book will be charged from the student.
16. In case of theft tearing / clipping of books, double the cost of the latest edition of the book will be charged from the student.
17. Any violation of the above Rules shall attract disciplinary action.