



**STATE INSTITUTE OF HOTEL MANAGEMENT,
INDORE
LIBRARY RULES**

1. Library is primarily meant for bonafide student, faculty & members of the staff of State Institute of Hotel Management (SIHM), Indore.
2. Library working hours are 9.00 a.m. to 5.30 p.m. circulation of books will only be possible during 10 a.m. to 1.00 p.m. & 2.00 pm to 5.00 p.m. The issue counter shall close half an hour before the closing hours. The library would be closed from 01:00 pm to 02:00 pm for lunch time.
3. Library will remain closed on all State Govt. Holidays & weekly offs (Saturday – Sunday).
4. Silence must be maintained inside the library. The readers shall behave in respectful manner. The librarian may expel any person, if the presence of such a person is liable to create disturbance to others.
5. No printed material except writing papers or a copy shall be allowed to be brought in the library. Readers can keep their personal belongings (at their responsibility) in the property counter at the entrance of the library.
6. Using mobile phones or calculators (with sound / music) is not allowed inside library.
7. **Any student / user if found misusing library property or being caught tearing off pages from library books, magazines or journals will be followed by the user. He / She will have to replace the Latest copy of the book, magazines or journals. And amount will be adjusted from his caution money.**
8. Two library cards for student and four library cards for faculty members will be issued. Library card is not transferable.
9. Students may borrow two books for a week. In case the books are not returned on due date, students will have to pay Rs. 2.00 per day and Rs. 5.00 per day after month at the library counter.
10. Book issued may be renewed / reissued up to one time provided there is no reservation against it.



11. Books may be recalled before the due date if required urgently in the library. Failure to respond promptly may lead to suspension of library privileges.
12. Members proceeding on long leave or on deputation etc. exceeding three months should return the books that are borrowed. Certain documents are intended to be used only in the library premises.
13. Borrowers are requested to check if the books being borrowed are complete and no pages are missing in it. In case of defect or damage in the book, Should be in notice of library staff.
- 14. If library users lose any book, the penalty imposed will be followed by the user. He / She will have to replace the Latest copy of the book. If the book is not easily available in the market than the loser would pay either current cost or two times of the old cost of the book/s. And amount will be adjusted from his caution money.**
15. On demand the students are required to show their identity card while entering the Library premises or to the person on issue counter.
16. The borrower's tickets shall be valid for the period mentioned on the ticket itself.
17. Loss of borrowers tickets should be immediately reported to the Librarian and duplicate ticket may be issued, but the responsibility of books borrowed on the original tickets will remain with the bonafide owner of the tickets for the full period of validity of the tickets. Duplicate tickets shall be issued on payment of Rs. 50.00 each.
18. No person is allowed to write upon or damage or make any mark on any book or reading material belonging to the Library.
19. No reader shall take any book or other reading material belonging to library out of the library, without having it properly issued.
20. Eating, drinking, sleeping and discussion in the reading room are strictly prohibited.
21. No dues certificate will be issued to the member only after showing there Identity card or after returning all the books and library cards.
22. Disciplinary actions may be taken against the person whoever is found going against the above library rules. The membership may be temporarily suspended or withdrawn by the Institution Authority.
23. Management reserves the right to change/ amend rules as required without prior information.

By Order

