

# **MNLU Mumbai Knowledge Resource Centre (Library)**

## **Rules & Regulations**

### **Library - Timings.**

<b>Day</b>	<b>Timing</b>
<b>Monday - Saturday</b>	<b>09:30 am – 09:00 pm</b>
<b>Book Circulations</b>	<b>10:00 am to 06:00 pm</b>

- **Note:** The MNLU - KRC (Library) will ordinarily remain open on weekdays, and closed on Sunday, and other University Holidays. **(The library will remain open from 10:00 am to 05:00 pm on all holidays (weekly & public.) during the Examinations).**

### **General Instructions for Users:**

- All Users are not allowed to carry any personal belongings except laptops/phones/chargers/notepads/water bottles inside the library. All other belongings must be left at the baggage counter located at the entrance.
- All electronic devices may be used only in the 'silent mode' inside the library.
- Please carry your User ID card when visiting the library, failing which access may be denied.
- User cards are non-transferable and must be produced at the request of Library personnel.
- Theses and Dissertations, Reference books, loose issues of periodicals are strictly NOT-FOR-LOAN, and will not be issued.
- Books or other materials taken from the stacks should not be re-shelved by the readers. Please leave them on the table after your consultation to avoid any misplacement.
- Readers should not deface, mark, cut, mutilate or damage any portion of the library or any of its belongings. Marking with pencil or ink on books/ periodicals is an offence and punishable with charging of full replacement cost and/or suspension of in-person and/or virtual library access.

- stealing of library resources is a serious offence and punishable with a permanent suspension of in-person/virtual library access in addition to any other forms of penalty determined by the University.
- Users who wish to source any information from newspapers/periodicals may photocopy them after securing necessary permissions from library personnel.
- Issued documents can be recalled any time, if necessary.
- Members should maintain silence in the library and should not disturb other users in any way. Members should not engage in conversation in any part of the library causing disturbance to fellow readers.
- Users of the library should note that all e-resources subscribed are licensed materials and cannot be shared with any external entity/individual as it may lead to copyright/license violation.
- Sitting on the table and keeping legs on chairs is not permitted.
- The arrangement of chairs in the Reading spaces should not be disturbed.
- Readers leaving the library are required to allow library and security personnel to examine their personal belongings.
- The library has every right to terminate memberships at any time in case of any violations of rules and regulations.
- Discussions/presentations in library should not disturb other users.
- Borrowers are requested to check issued materials thoroughly and report any damage to library staff before checkout. The last borrower shall be liable for any damage found on the loaned items subsequently.
- The books may be renewed for two additional terms (please refer to Circulation Rules below), on condition that they are not reserved by other members.
- Members will receive system generated reminders for overdue books. When such reminders are received, the users are expected to return the books immediately or get them re-issued.
- Printout facility is available outside the library. Users may not request for any photocopy/, printouts from the library.

### ❖ Circulation Rules

- Library membership cards, when lost, should be reported immediately in the library. A replacement fee of Rs. 150 will be charged as processing fee.
- If a book is not returned within the due date, the overdue charges will be charged at Rs. 2/- per day per book.
- Users should show their identity card at the circulation counter at the time of issuing of books.
- Books will be issued for 7 days renewable up to 2 additional terms of 7 days each. (Unless reserved by any other user).
- Users can reserve books at the Circulation Counter in case they are already issued.
- Users are responsible for books issued against their names.
- Library reserves the right to recall any issued book even before the due date.
- Users must thoroughly check the physical condition of the books before borrowing. They may be held responsible for any damage detected later or at the time of return.
- Users will need to replace copies lost by them with the latest edition or pay the price of the latest edition.
- At the time of returning the books users should make sure that the books have been entered in the system before leaving the counters.
- Books may be issued for competitions upon submission of an application stating the purpose, details of borrowers and recommended by the Faculty-in-charge and the HoD.

### ❖ The maximum number of books issuable batch wise is as follows:

Batch	Maximum no. of books
B.A.LL.B	3
LL.M	4
LL.M Executive	4
All PG Programs	3
Research Scholars (PhD)	4
Faculty	10
Non-Teaching Staff	3

### ❖ MNLU Mumbai KRC (Library) ❖