



All India Institute of Medical Sciences, Mangalagiri

Andhra Pradesh 522503

Central Library Policy

1. Library Hours & Reading Room Access

- **Monday to Saturday**
 - **Library:** Open 24 hours.
 - **Circulation Hours (Book Issue & Return):** 9:00 AM - 10:00 PM.
- **Sunday & Holidays**
 - **Library:** 9:00 AM - 5:00 PM. (No Circulation Services)

2. Entry Guidelines

- **ID Requirement:** Entry is restricted to individuals with a valid institute photo ID or Library Smart Card.
- **Visitor Register:** All visitors must sign the register upon entry and exit.

3. Library Membership

- Membership forms are available in the library and official website of aiims mangalagiri

4. Book Circulation

- **Books Issued per Member:** One book can be issued to a member at a time.
- **Loan Period:** Non-reference books can be borrowed for up to 15 days.
- **Renewal Policy:** One renewal is allowed if no other member has reserved the book. The book must be physically presented for renewal at the library counter.
- **Late Return Fine:** ₹5 per day for overdue books. If the due date is a Sunday or holiday, the fine can be paid on the next working day. Payment will be accepted via QR code.

5. Issuance & Handling of Books

- **Proper Issuance:** No books should be taken from the library without proper checkout at the circulation desk.
- **Condition Check:** Members should inspect books for any damage before borrowing. Unreported damage will hold the last borrower responsible.
- **Loss of ID Card:** Report lost cards immediately to block access. A replacement card will be issued for ₹100.

6. Non-Issuable Materials

- The following items are **not for issue**: Reference books, encyclopedias, dictionaries, periodicals, student project reports, dissertations, theses, and book volumes.

7. Loss or Damage of Books

- Members are responsible for the repair or replacement of damaged or lost books. Replacement costs will be based on the current market price, regardless of the edition lost.

8. Shelving Policy

- Members should leave books on trolleys or designated areas after reading. Please refrain from reshelving books yourself.

9. General Rules

- **Prohibited Activities**: No smoking, eating, or chewing inside the library. Water bottles are allowed.
- **Mobile Phones**: Phones must be on silent. Conversations should be taken outside the library or to designated areas.
- **Personal Belongings**: Bags, personal books, and non-library materials must be kept outside the library in the property counter.
- **Dress Code**: Formal attire is required. Shorts, pajamas, or informal wear are not permitted.
- **Silence**: Absolute silence must be maintained in the library. No loud discussions or misuse of library materials or furniture.
- **Use of Furniture**: Library furniture should not be misused (e.g., no sleeping or stretching on tables or chairs).

10. Final Year Students (Examination Period)

- Final semester students can borrow books during exams by making a refundable deposit of the book's MRP. A fine of ₹5 per day will be charged for books not returned within one week of the last exam.

11. Computer Lab Usage

- Computers are for academic purposes only. Gaming, movie-watching, or misuse of computers may lead to barring from the library. Signing in the register is mandatory upon entering the computer lab.

12. Complaints

- Any complaints related to library services should be addressed in writing to the Faculty In-charge of the Library.

13. Security Check

- All outgoing books and materials must be presented to security for inspection.

14. Updates

- Library rules are subject to change as needed and will be updated accordingly.

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Manjeet
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(Librarian Gr.3)

