



MAHARAJA BIR BIKRAM UNIVERSITY

P.O.: Agartala College- 799 004

Dial :(0381) 251 2250, 251 2252, 251 2254

Email: mbbuniversityagt@gmail.com

No.F. 22(1)/MBBU/Lib. Affairs/2017/3266

October 02, 2018

LIBRARY RULES AND REGULATIONS

1. Membership:

- 1.1: Students, Research Scholars, Faculty Members, Officers and Staff members may become full time members of the MBB University Library.
- 1.2: A copy of ID card along with three (3) photographs should be attached with the application form.
- 1.3: Members should produce their Membership card to Library staff on demand.
- 1.4: In case of loss or damage of the Library card a duplicate library Membership card will be issued on payment of Rs.100/-only.
- 1.5: Ex students of the University shall also be allowed to have access to the Library on the recommendation of a faculty member of their respective departments. Such members shall be allowed only to study within the Library premises and no book shall be issued to them.
- 1.6: Students/ Research Scholars/Academicians not associated with MBB University shall be allowed to have access to the Library for a period of 10 working days and no book shall be issued to them. A recommendation from a faculty member of the University shall be required in such case.

2. Opening and Working Hours:

The Library and the Reading room shall be open for use from 10.30 AM to 5.00 PM. only on working days of the University.

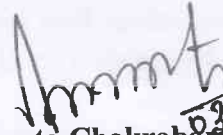
3. Circulation:

- 3.1: Books will be issued for 15 days and shall be reissued only once.
- 3.2: Faculty members can get maximum four (04) numbers of books at a time, which will be issued for a period of one month. However it shall not be reissued again within a fortnight, if there is a demand for the book(s).
- 3.3: Library reserves the right to recall any issued book(s) even before due date if necessary.
- 3.4: Material such as rare books, thesis, dissertations, reference books (dictionaries, encyclopaedia etc.) and periodicals shall not be issued.

- 3.5: Readers are allowed to bring their personal belongings with prior permission of library staff.
- 3.6: Readers should not place the books back into the shelves and should leave the books on the table.
- 3.7: Borrowers must satisfy themselves regarding physical condition of the books before borrowing, otherwise they will be held responsible for any damage later or at the time of return.

4. Damage/ Overdue Charges:

- 4.1: Overdue charges of Rs. 5/- (Rupees five) shall be charged for the first 7 (seven) days following which Rs. 10/- (Rupees ten) per day shall be charged.
- 4.2: In case a book is lost or damaged user have to bear its cost along with fines. If the book is part of a multi volume set, user must bear the cost of the whole set along with fines.


(Dr. Sumanta Chakrabarti) 03/10/2018
Registrar
Maharaja Bir Bikram University
Agartala, Tripura

o/c
Subinoy Barmu
03/10/2018