LIBRARY RULES AND REGULATIONS

Effective Academic Year 2026-27 onwards

Institution	DSBS - Dayananda Sagar Business School
Applicable To	All DSBS Students and Staff Members
Library Hours	Monday to Saturday | 9:00 AM - 5:00 PM
Borrowing Limit	2 Books per student at a time
Loan Period	10 days (extendable if no reservations pending)
Fine Per Day	Rs. 10/- per book (from Day 11 onward)

Section 1 - General Conduct & Discipline

1. Strict silence must be maintained inside the library at all times. Conversations, loud reading, and any disturbance to fellow users are not permitted.
2. Use of cell phones or any mobile devices (for calls or loud media) is strictly prohibited inside the library. Devices must be switched to silent mode before entering.
3. Consumption of food, beverages, or refreshments of any kind inside the library is strictly prohibited.
4. The college dress code is mandatory and applies to the library as well. Casual or inappropriate attire is not permitted.
5. All students and staff must carry their valid Smart Card / College ID when visiting the library. Entry may be denied without proper identification.
6. The Librarian holds the authority to cancel borrowing privileges, deny library access, or initiate disciplinary action against individuals who violate library rules or exhibit misconduct.

Section 2 - Access & Eligibility

7. Only Bonafide DSBS students and staff members are permitted to enter and use the library facilities. Outsiders are not allowed without prior written permission from the Librarian.
8. Bags, handbags, notebooks, and all personal belongings must be deposited at the designated pigeonhole area / property counter near the library entrance before entering.
9. Students are permitted to carry only loose sheets of paper (A4 size) inside the reference section. Bound notebooks are not allowed.

Section 3 - Borrowing of Books

10. Each student is permitted to borrow a maximum of two (2) books at a time. Borrowing is done using the valid College ID, and all transactions will be recorded in the library system.
11. Books will be issued for a loan period of ten (10) days from the date of issue.
12. If the due date of return falls on a Sunday or a public holiday, the book must be returned on the immediately following working day.
13. Before accepting a borrowed book, the borrower must inspect the book and verify its physical condition and that all pages are intact. Any defect noticed must be reported to the Librarian at the time of issue, failing which the borrower will be held responsible.
14. Books may be re-issued only if there are no other claims or reservations against the same title.
15. Staff and students must return books immediately when recalled by the Librarian, regardless of the remaining loan period.
16. All borrowed books must be returned to the Librarian on or before the last day of examinations without fail.

Section 4 - Fines & Penalties

17. A fine of Rs. 10/- (Rupees Ten only) per book per day will be levied from the 11th day onward until the book is returned, without exception.
18. Fine will be calculated strictly after the due date. No reminders will be issued as a matter of right; it is the borrower's responsibility to track due dates.
19. Writing on, damaging, tearing pages, or making any marks on any library book, journal, periodical, or other material is strictly prohibited and will attract penalties as determined by the Librarian.

Section 5 - Loss or Damage of Library Materials

20. In case of loss of a borrowed book, the student must either replace the same title with an identical copy or pay twice (2x) the current market cost of the book.
21. The loss of a book must be reported in writing to the Librarian immediately upon discovery, to prevent accumulation of daily fines.
22. A grace period of one (1) week will be granted from the date of reporting to confirm and settle the loss. After expiry of this period, recovery of the full cost along with the applicable penalty (1:2 ratio of book cost) will be initiated through formal channels.
23. If the borrower's library card or Smart Card is lost, it must be immediately reported to the Librarian. A duplicate will be issued as per library procedures.

Section 6 - Reference Books & Periodicals

24. Reference books, journals, and periodicals are strictly for in-library use only and are not available for home borrowing.
25. Reference books must be returned to the Librarian on the same day, before the library closes. They may not be retained overnight under any circumstances.
26. Students are not permitted to take reference books outside the library premises including classrooms, hostels, canteen, or any other area outside the library.
27. After use, all books must be returned to their respective shelves in the correct order. Misplacement of books hampers retrieval and is treated as a violation.

Section 7 - Computer & Technology Usage

28. Installation or uninstallation of any software on library computers is strictly prohibited. Library computers are for academic and research purposes only.
29. Personal laptops are permitted inside the library, provided they do not interfere with the library's desktop computer connections, LAN cables, or power outlets. Dedicated plug points and LAN connections are available at the Private Study Zones for this purpose.
30. Users must not access inappropriate, offensive, or non-academic content on library computers or personal devices within the library premises.

Section 8 - Photocopying & Copyright

31. Photocopying of library materials is permitted only for educational or research purposes and is limited to a single chapter per book, as permitted under applicable copyright law.
32. Users must respect copyright law at all times. The library is not responsible for any legal consequences arising out of copyright violations committed by users.

Section 9 - Care of Library Materials

33. All library materials, including books, journals, magazines, periodicals, and other resources, must be handled with utmost care.
34. Folding pages, using pens or pencils to underline or annotate, applying adhesive labels, or causing any physical damage to library materials is strictly prohibited.
35. Penalties for damage to library materials will be assessed by the Librarian based on the extent of damage and the replacement or repair cost.

Section 10 - Book Recommendations & Acquisitions

36. Students and staff are encouraged to recommend new books and titles for library acquisition by submitting a duly filled Book Requisition Form through the proper channel (Director → Librarian).
37. Recommendations will be reviewed periodically by the Library Committee, and approved titles will be procured subject to availability of budget.

Section 11 - Library Timings

Day(s)	Timings
Monday to Saturday	**9:00 AM to 5:00 PM**
Sunday & Public Holidays	**CLOSED**

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