Lloyd Law College & Lloyd School of Law

Library Rules and Regulations

General Rules ::

- Library-Card/Identity Card is compulsory for getting access to the Library.
- Silence to be maintained.
- No discussion permitted inside the Library.
- Registration should be done to become a Library member prior to using the Library Resources.
- No personal belongings allowed inside the Library.
- Textbooks, Personnel Books and Issued Books are not allowed to be taken inside the Library.
- Using Mobile Phones and Audio Instruments with or without speaker or Headphone is strictly prohibited in the Library premises.
- Enter your Name and Sign in the Register kept at the Entrance Counter before entering Library.
- Show the Books and other Materials which are being taken out of the Library to the Staff at the Entrance Counter.
- The Librarian may recall any Book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the Books borrowed on his/her card.
- Refreshment of any kind shall not be taken anywhere in the Library premises.

Admission to Library ::

Students are allowed to Library only on production of their authorized/valid Identity-cards.

Working Hours of the Library ::

- Reading Section :: Sunday -to- Monday - 09:00 AM to 07:00 PM.
- Reference Section :: 09:00 AM -to- 05:30 PM

Circulation / Issue System ::

- Books will be issued on presentation of the Library-card along with ID-Card. Students are instructed to check the books while borrowing and they will be responsible for any damage or mutilation noticed at the time of return.
- Students can borrow maximum 10 books from the library, 05 books (Book-Bank) for one semester, 01 book (Take Away) and 04 books for 15 days (For Reference purpose).
- Case Materials will be provided as per availability.

- All students who are availing the facility must ensure returning the entire set of books provided to them within two days of completion of their final examination in the concerned semester/Term.

Book Lost ::

If the books are lost or damage, then the borrower shall replace the books of the same edition or latest edition or pay current cost of the book after getting permission from the Librarian and pay in account department.

Care of Library Borrower Card ::

Take special care to maintain the Library/Identity Borrower Cards.

Do not fold, alter entries made on the cards, Members are responsible for the entries set of Library Borrower Card issued to them.

Loss of Card ::

Loss of Borrower Card should be reported the Librarian. Duplicate Card may be issued against formal application and students have to pay for duplicate ID card in the account department.

Validity of Cards ::

Library Borrower Card is valid for the entire duration of the course to access Library facilities at the end of the course Borrower Card shall be returned to the Library.

Care of Library Books ::

Students are required to handle the books / Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the Library-Staff at the time of return.

Reference Section ::

This section has Encyclopedia, Dictionaries, Commentaries, Manuals, Bare Acts and Reference Books etc. which are only available for Reference and issued for special permission.

Journal Section ::

In this section hard copy of journals, Magazines are available in display racks. Students can use these facilities only in the Library Premises.