



Estd.:1982

INSTITUTE OF PHARMACY & TECHNOLOGY SALIPUR

AT / P.O. SALIPUR, DIST. CUTTACK, ODISHA, PIN-754202.

(Regd. No.5226/371/1987-88 of Societies Act. XXI of 1860)

(An ISO 9001:2008 Certified Institution)

Approved by All India Council for Technical Education, Pharmacy Council of India, & Govt. of Odisha.

Affiliated to Biju Patnaik University of Technology & Odisha State Board of Pharmacy, Odisha.

JUSTICE JUGAL KISHORE MOHANTY MEMORIAL LIBRARY

GENERAL GUIDELINES & LIBRARY RULES

While entering the library

1. The Gate Register & Reading Room Registers for the staff and students respectively are available with the library staff at the entrance of the library reading room.
2. While entering into the library the students/staff members need to enter legibly the relevant details like time of entry etc., and put signature in the respective Gate Register.
3. Entry in to the library will be on the basis of a bonafide identity card of the institution.
4. A Visitor/Knowledge seeker can use the library learning resources in the Library premises with the permission of the Librarian. Relevant identity card need to be produced along with the address proof /valid identify details like PAN card, Voter Id card/driving license etc., along with a photocopy for record.
5. Personal books and belongings should be kept at the property counter.
6. The users are advised not to leave expensive items with the property counter.
7. Inflammables & any objectionable articles are not permitted inside the library.
8. Use of identity card is mandatory, while you are inside the library.
9. Persons interested to avail the reading room facility need to enter the relevant details including the particulars of the reading materials with signature in the respective Reading room Register.
10. Please cooperate and support the library staff in maintaining proper documentation.

While you are in the library

1. While the Students/Staff members are in the library, care may please be taken to maintain Silence inside the library Reading room.
2. Damages /missing of pages noticed if any inside the book at the time of its issue to you for the reading room purpose need to be immediately brought to the notice of the librarian.
3. Decorum and discipline must be maintained in the Library.
4. Users must ensure that rights of other users of the Library are not breached in anyway by their own acts of commission or demission.
5. Use of Mobile phones inside the library reading room is not allowed. If readers wish to keep them while using the Library, they must be switched off.
6. Smoking, eating, sleeping and talking loudly are strictly prohibited in the Library.
7. Books/Reading materials taken out of the shelves must be returned to the library staff at the counter.
8. Replacing the books/reading materials on shelves by the users is not encouraged as the systematic arrangement may get disturbed.
9. Readers should not mark, underline, write, or tear pages, mutilate or otherwise damage the library books/reading materials in any manner.
10. Persons are advised not to disturb other readers/users.

Phone No. 0671-2352113, 2352213, Tele Fax-0671-2351918

E-mail: mailipt@yahoo.co.in / pharmaipt@rediffmail.com, Website: www.iptsalipur.org



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11. Property of the library should not be damaged/defaced or destroyed. Absolute care should be taken to safeguard all the property of the library for benefit of all users.
12. No Library material can be taken out of the Library without permission of the Librarian.
13. The discretion/decision of the Librarian on any matter pertaining to Library services will be binding on the Library users.
14. Anyone who violates the Guidelines and rules of the Library will be debarred from using the Library facilities.
15. Appropriate disciplinary action will be taken against the person violating the library rules/code of conduct/misbehavior to the library staff.
16. The Librarian reserves the right to add, delete, or modify any of these rules as and when required, to update the same at par with the general/specific requirement of an institutional library system.
17. Any unauthorized person shall not be allowed to enter into the library.
18. During class hour no students are allowed to sit in the library.
19. No tracing or mechanical reproduction shall be made without the permission from the concerned staff.
20. In the event of any damage done intentionally or unintentionally to the books or other property of the library, the person responsible for the same will be required to replace such books or other property damaged or pay the value thrice thereof. If one book of a set is damaged, the whole set shall be liable to be replaced.

While leaving the library

1. Before leaving the library, each person shall return the books, Journals / reading or learning resources as the case may be, as issued to the user for use in the reading room, to the Library staff and make necessary entries in respect of return.
2. While leaving the library reading room the students/staff need to enter the relevant details in the gate entry register and complete the exit formalities by recording exit time with signature.
3. Collect the respective belongings from the property counter by returning the token issued for the purpose.

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General rules

1. Reference books, journals / periodicals, magazines/newspapers, CD-ROM databases and other documents declared "**For Reference only**" by the Librarian will not be issued to any person for lending purpose.
2. Reference materials are to be used inside the reading room only.
3. Books are issued for 15 days and they must be returned or renewed before the last date. Sending reminders to defaulters is not obligatory on the part of the Library.
4. The borrower should check the fitness of the learning resources before getting it issued. Any discrepancy should be brought to the notice of the library staff at the Counter.
5. The borrower will be held responsible for any defect/damage found at the time of return of the document, if not recorded on it earlier, and will be liable to pay the penalty as decided by the librarian.
6. The books for lending will be issued subject to the availability of a particular book.
7. The lending books need to be returned back to the library on or before the scheduled due date.
8. If a book is not returned within the loan period, further issue of books will be stopped.
9. Persons can reserve the Books they desire to borrow by filling in the 'Reservation Slip' or through an email request to the Librarian (Email: ipt_library@yahoo.com).
10. Intimation about the availability of the learning resources will be given to the members when they are available for issue. The reservation will be strictly on first-come- first-served basis.
11. The request for the re-issue/renewal can be considered for the issued book provided there is no pending requisition by other persons for the same book.
12. The borrowers are advised to return the books while proceeding on long leave.
13. In case of urgency, librarian reserves the right to recall the books/ any library reading materials issued to the bonafide candidate before the due date of return without assigning any reason there of and the borrower has to abide by the decision of the librarian.
14. A nominal late fee of 50 paise per day per book will be charged from all the defaulters who fail to return the books on due date.
15. As per the library software, the late fees will be doubled thereafter.
16. Librarian may consider exempting the late fee depending upon the circumstances of delay, any human error in issuing a book by the library staff.
17. Photocopying service is available for bonafide user of the library. All requests for photocopying must comply with copyright legislation and relevant norms as may be applicable. Some items in the Library cannot be copied because of copyright laws, poor condition, or donor restrictions.



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E- LIBRARY RULES:

1. E-Library is to be used exclusively for bonafide academic and research purpose.
2. Use of the E- Library facility for other than reading, is strictly prohibited.
3. Use of social networking sites is strictly prohibited.
4. In the event of any misuse of internet facility, as may be noticed by Librarian or may be brought to the notice of the librarian, the librarian reserves the right to initiate necessary disciplinary action against the defaulter.
5. The users of E-Library need to wear their ID card while using the E-Library. They must show their ID card on demand for verification by any authority.
6. Changing the settings and display of the Computers kept in the E-Library/Reading Hall is not permitted.
7. Playing games on computers is strictly prohibited in the Library premises.
8. Persons may also use their own laptop with prior permission.
9. Complaint box is available for registering any suggestions/ grievances etc., to draw the attention of the authority.
10. In case of any matter / issues which are not enumerated above, the decision of Librarian will be final and binding.