

Indian Institute of Technology Goa

Central Library

At Goa Engineering College Campus, Farmagudi, Ponda, Goa-403401
Email: library@iitgoa.ac.in



Central Library Rules & Regulations

A) General Rules:

1. Entry to the Central Library is restricted only to the authorized members of the Institute with Institute's Identity Card. Identity Card is compulsory for getting access to the library. Other users (Summer Interns & Research scholars from other institutes, etc.) can consult the library for research purposes after producing a letter of introduction from their Supervisor or Head of the Department/Institution by issuing a temporary library card.
2. Every user must make an entry in the register kept with the security during extra-working hours of the library. In addition to this, even visitors who are not affiliated to IIT-Goa need to make an entry in the register.
3. While entering the library, readers are not allowed to carry their personal belongings like bags, brief-cases, parcels etc. and eatable items are also strictly prohibited, however, users can take their laptops inside. All the belongings should be deposited at the security counter. Do not leave any valuables at the security counter, library will not be responsible for any loss of personal belongings.
4. Photography, sleeping, use of cell phone and talking loudly are strictly prohibited in the library.
5. Readers should not mark, cut, deface, mutilate or damage library resources in any way. If anyone is found doing, he/she will be charged the full replacement cost of the resources as per the library policy. Books borrowed should be protected from RAIN, DUST, INSECTS, ETC.
6. Strict silence and discipline must be maintained in the library.
7. Newspapers and magazines must be read only in the library on specific tables and should not be taken to other reading areas.
8. No library material can be taken out from the library without permission.
9. Books or other materials taken from the stacks should not be re-shelved by the readers. Please leave it on the tables to avoid misfiling. Remember that a book mis-shelved is a book untraceable.
10. Readers leaving the library should cooperate with the Security Guard for checking purpose by showing the material borrowed or taken out of the library by them.
11. Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership.

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12. In case, students stay in the campus during the summer vacation and wants to makes use of the Library, he/she has to get permission from the Library Officer on the recommendation of their respective faculty member.
13. Before registering for new semester, all the dues of the library must be cleared including overdue books else borrowing facilities shall be revoked.
14. Library reserves the right to call back any issued book/item at any time.
15. Whenever a member leaves/retires, he/she has to obtain a “No Dues Certificate” from the Library.

B) Borrowing Rules:

1. Books can be borrowed only upon producing the identity card.
2. Library borrowed books are not transferable and hence should not be lent to others.
3. Books in demand and reserved by others, may not be renewed.
4. Readers are responsible for books issued against their names.
5. Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.
6. Before leaving the counter, the borrower shall satisfy himself/ herself as to whether the books lent are in good condition and if not shall immediately bring the matter to the notice of the Circulation-In-Charge of library and get a signature at the mutilated place(s). Otherwise the borrower will be held responsible and he/she shall replace the book(s) by a current edition in good condition. If one of the volume of a multi-volume book is mutilated or lost the borrower is liable to replace the complete set, if the mutilated volume is not available separately.
7. If a book is lost by the borrower or the borrower fails to return the issued book(s), he/she shall be asked to replace it.
8. All outstanding dues in the form of overdue charges or lost book must be cleared within the current academic year falling which membership will be treated as delinquent.

Replacement of lost/damaged books:

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- If the user loses or damages a book, he/she has to return the exact/latest edition of the book to the Central Library with admissible fines and processing fee.
- A Xerox or photocopy of a book shall not be acceptable in lieu of a printed book.
- A soft cover or low priced edition will not be accepted in lieu of a hard cover edition.
- If the user loses one volume of a multi-volume set and is unable to replace the lost volume, he/she has to pay the cost of the entire set of volume with admissible fines and processing fee.
- In case out of print books, minimum of Rs. 1000/- or the publishers price/from the publisher's website or other renowned websites like Amazon etc. whichever is higher plus fine and processing fee. In case of foreign books, the price paid will be calculated in foreign currency and converted to Indian rupees at current rate of conversion. If the user chooses to replace the book by a second hand copy, the library may accept it or at the discretion of the LAC Chairman considering the condition of the book.
- In case of obsolete or otherwise difficult-to-convert currencies, US \$ will be taken as standard.
- The processing fee will be 20% of purchase prices of the book (in foreign currency, if applicable) or Rs.100/- whichever is higher.

In case of loss of rare/valuable books director may impose more fines/disciplinary action in conjunction with above rules with the recommendation of the Library Advisory Committee, IIT-Goa.

C) Borrowing Privileges:

- For Faculties:

| Resource Type | Check-out limit | Loan Period (Days) | Renewals Allowed |
|------------------------------------|-----------------|--------------------|------------------|
| General Books | 7 | 180 | 0 |
| Reference Books/ Research Books | 5 | 15 | 0 |
| CD/DVD | 2 | 7 | 0 |
| Magazines/Journals | 2 | 15 | 2 |

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➤ For Students:

| Category/Patron | Resource Type | Check-out limit | Loan Period (Days) | Renewals Allowed |
|-----------------|------------------------------------|-----------------|--------------------|------------------|
| B.Tech | General Books | 3 | 30 | 1 |
| | CD/DVD | 2 | 7 | 0 |
| | Magazines/Journals | 2 | 15 | 2 |
| M.Tech | General Books | 4 | 30 | 1 |
| | CD/DVD | 2 | 7 | 0 |
| | Magazines/Journals | 4 | 15 | 2 |
| Ph.D. | General Books | 5 | 30 | 1 |
| | Reference Books/ Research Books | 2 | 7 | 0 |
| | CD/DVD | 2 | 7 | 0 |
| | Magazines/Journals | 4 | 15 | 2 |

➤ For Staff:

| Category/Patron | Resource Type | Check-out limit | Loan Period (Days) | Renewals Allowed |
|-----------------|--------------------|-----------------|--------------------|------------------|
| Officers | General Books | 4 | 30 | 1 |
| | CD/DVD | 2 | 7 | 0 |
| | Magazines/Journals | 2 | 15 | 2 |

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| | | | | |
|--|--------------------|---|----|---|
| Supervisor/ Administrative | General Books | 3 | 30 | 1 |
| | CD/DVD | 2 | 7 | 0 |
| | Magazines/Journals | 2 | 15 | 2 |
| Technical Assistant/ Laboratory Assistant | General Books | 2 | 30 | 1 |
| | CD/DVD | 2 | 7 | 0 |
| | Magazines/Journals | 2 | 15 | 2 |

D) Library fine policy:

- An overdue fine of Rs: 3/day will be charged against late submission of the resources issued by the patrons of the library. Due date of the resources will be stamped on the issue slip attached on the last page of the respective resource while issuing it. Patrons need to either return or renew the resource issued by them before the due date in order to avoid any overdue charges.
- If a book is not returned or settled within 90 days by patrons (180 days in case of faculty members), the library will unilaterally compute the replacement cost along with 90 days (180 days in case of faculty members) fine plus processing charge and claim it from the patron concerned through semester dues or deduction from salary.

E) Reservation Policy:

The patrons can reserve the item/s which are issued to others. Whenever the item/s is/are returned, the user will get an email intimation to collect the same within 2 working days, else the reservation will stand cancelled and the item will be issued to other immediate member in the reservation sequence.

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F) E-Resources: Usage Policy & User Undertaking

1. Systematic downloading of E-Resources is strictly prohibited.
2. Please be aware that systematic downloading will cause the publisher to block to the entire community of users @ IIT Goa from accessing these resources.
3. Electronic resources such as E-journals, E-databases, E-books, etc. made available by the Central Library, IIT Goa are for academic use only.
4. Use of robots, spiders or intelligent agents to access, search and/or systematically download from these resources is also prohibited.
5. Any violation of this policy will result in penal action as per the rules and regulations of the Institute.

User Undertaking for E-Resources:

I understand the policy outlined above and undertake to abide by it. I understand that any violation of the policy will result in loss of my library privileges and/or other action as deemed appropriate by the Institute.