



sasi INSTITUTE OF
autonomous TECHNOLOGY &
ENGINEERING

Accredited by NAAC with "A" Grade,
Recognised by UGC under section 2(f) &12(B)
Approved by AICTE - New Delhi
Permanently Affiliated to JNTUK, SBTET,
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/P&D/9/2021-22/1

Date:11-09-2021

Orders of the principal dt.11.09.20201

CIRCULAR

Sub: SITE–Central Library Rules and Regulations – Reg.

Ref: Letter dt.11.09.2021 from Dr T V Rama Krishna, Coordinator, IQAC

The following are the rules and regulations of SITE Central Library. All the faculty members, non-teaching staff, research scholars and students of SITE shall follow the same strictly while using the services at Central Library.

- Faculty members, non-teaching staff, research scholars and students of SITE are allowed to use the library. Members should always carry their ID cards while using the library.
- All users must follow the dress code of the college and should observe strict silence inside the library.
- Engaging in conversation/discussion/group study inside the reading halls is strictly prohibited. Discussion is permitted only in the designated Discussion Rooms.
- Users are responsible for books issued against their membership. If the issued document is found mutilated or seriously damaged on return, the users will be held responsible for the damage and will have to replace the same or pay four times the present cost of the mutilated book.
- Loss or damage to library material on loan to a user should be reported immediately. The user must pay the cost of replacing a lost or seriously damaged book or other item in addition to paying fine.

- All users leaving the library must show all books, folders, papers, etc. in their possession, whether these belong to the library or not, at the counter of the reading hall. Users are also required to open for inspection any receptacle carried out of the library.
- Books, journals, etc. taken from the shelves for reading should be left on the tables after use and 'not' to be replaced on the shelves.
- Users should not write in, mark, fold, and damage, disfigure or make any mark upon any document or furniture of the library.
- Mobile phones are to be switched off or to be kept on silent mode in the library reading halls; their use in library is strictly prohibited.
- Computer terminals should be used for educational purpose only.
- Chairs, tables and other library equipment, fittings and furniture should not be marked, defaced or disarranged.
- Users are not allowed to bring personal belongings like bags, briefcases, handbags, umbrellas, aprons, personal books or other receptacles inside the library. They are to be kept at the Property Counter only.
- The library cannot be held responsible for the loss of personal belongings like watches, pens, pen drives, wallets, cell phones, etc. left unattended on tables, etc.
- Copyright Law should be strictly observed by all library users when making copies of library materials.
- Users should not carry books from one floor to another. They should leave the books on the reading table after use.
- Users are not to share their net access ID and password with other students.
- Users must return the document(s) in their possession to the library, when called for by the library for stock verification.
- Users violating the rules of the library shall be liable to forfeit the privileges of the library, its services and their membership is liable for termination.
- Suggestions on all aspects, of library services are welcome.
- A non-member can use the library material on the premises with the permission of the Librarian

- Smoking, eating, sleeping and talking loudly are strictly prohibited in the library
- No library material can be taken out of the library without permission. Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
- No photograph of the Library shall be taken without the prior permission of the Librarian
- Demand and suggestion slips are available at the circulation desk for your use.
- The Library reserves the right to call back any issued book/item at any time
- Reserve Shelf Books are issued to students for overnight during the examination time only.
- The Reserve Shelf book must be returned on the due date between 9.00 am to 10.00 am. And General Shelf books on or before the due date. General Shelf books are issued up to 8.00 pm on weekdays and up to 04.00pm on weekends and public holidays

Library Working Hours:

- (1) The library is kept open on all working days from 8:00 AM to 8:00 PM.
Sundays and holidays it will remain open during 9:00 AM to 1:00 PM.
- (2) The **counter transactions**, i.e., issue and return of documents.
9:00 AM to 5:30 PM on weekdays
9:00 AM to 1:00 PM on Sundays and holidays.

Reprography Services:

- (1) The Reprography section is kept open on all working days from 9:00 AM to 5:00 PM.
- (2) **Charges per Page:**
Print out Rs.2.00/-
Photocopy Rs.2.00/-

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Mail & Hard copy to: Hon'ble Chairman, SITE
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 Mail & Hard copy to: PA to principal
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 Mail & Hard copy to: Director
 Mail & Hard copy to: Dr T V Rama Krishna, IQAC, Coordinator
 Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS
 Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/
 Mail to: All faculty members/ All committee members
 Mail to: All students

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~~Principal~~
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