

CENTRAL LIBRARY

Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow

General Rules :

1. Silence must be strictly observed in the Library.
2. Enter your Name and Signature in the register which is placed at the entrance counter before entering the Library.
3. Mobile phones to be either switched off or to be kept on silence mode in the Library Premises.
4. Smoking, Consumption of food and drinks are not permitted.
5. No books, bags, umbrellas, parcels, etc (except files, laptop and blank papers) can be brought inside the library. Adequate storage facilities have been provided at the entrance to the library.
6. Users are required to handle the Books and reading material very carefully.
7. Marking library books with pencil or ink, tearing the pages or spoiling the same is strictly prohibited.
8. On leaving the Library, all users are required to produce for inspection all books and items taken out of the Library.
9. The Library staff on duty has the right to request a user to leave the premises if he is found to be violating any of the Library rules.
10. Library Staff will not be responsible for reader's personal books.
11. Only registered members are allowed to use the Library.
12. Reference Books, Thesis and CDs are to be consulted within the Library only. These should not to be issued and consulted only in the library.
13. Readers are not allowed to borrow books on the card of another reader
14. In case of lost book/library card, it should be reported immediately in writing to the Library In-charge.
15. Each duplicate card and lost card will be charged Rs.100.
16. At the time of issue of documents, the users shall fully satisfy themselves about its physical condition In case of any damage, the user shall be held responsible.
17. Users are advised not to leave their precious and valuable items like money, Jewelry, Passport, Credit card etc, at the property (entrance) counter.
18. The Chief Librarian is empowered to withhold Library facilities for any infringement of these rules.


(Prof. S. K. Yachha)
Chief Librarian

