

## **LIBRARY RULES & REGULATIONS**

Please respect the following rules and regulations when using the library;

- A person intends to use the KDU Library shall enter his/her name, KDU registration number, time and etc. of entry legibly and sign in the register kept at the entrance for the purpose.
- University Identity Card provides evidence that you are a student or staff member of this university. Please produce your valid University Identity card when the staff member asks for it.
- Readers must produce their University Identity Card / Record Book when borrowing the books.
- Non-members can use the library resources only within the Library premises with the permission of the Librarian.
- Readers are not permitted to bring bags, parcels, water bottles, knives, blades, gum, ink, caps, briefcases, umbrellas, books or copies of any printed materials, food items, or any personal belongings in the Library.
- Mobile phones must be switched onto silent before entering the library.
- These should be kept in the racks provided on the landing of the stair way. The Library staff will not hold responsibility for the loss of materials such as cash, jewelry, file covers and important documents, cash etc.
- Having meals, sleeping, and talking loudly are strictly prohibited in the Library. The students should always maintain decorum within the library.
- It is required that all readers avoid wearing unsuitable clothes like shorts, hats or caps, noisy shoes etc. when they use the Library
- The library staff has the right to ask users to leave the library if they are inappropriately dressed or are causing a disturbance.
- Readers should be extremely careful about the security of all library materials they use and refrain from tearing or detaching the pages, mutilation, distortion, folding the pages etc.
- Any library material cannot be taken out without proper checking out through the service counter which is located in the middle lobby.
- Use only a pencil in referring the rare books, reference materials, and theses.
- Photocopying service is available for library members at a nominal fee. It should be noted that the Library staff and the users should adhere to the regulations provided in the Copyright Law (IP Act, No.36 of 2003) Photocopying of thesis and other outside documents is strictly prohibited within the library.

- The borrower should check the fitness of the books/items before getting it issued to his card. Any damage or concern should be communicated to the staff at the Circulation Counter who will take necessary action about the material before issuing. The borrower will be held responsible for any defect/damage found at the time of return of the document, if not reported at the time of borrowing and the borrower may be liable to pay a penalty as decided by the Librarian.
- Documents taken out of the shelves should be left on the tables. Replacing the documents on shelves by users is not encouraged as the documents may get misplaced.
- Any disorderly or improper behavior or breach of regulations will render the reader or borrower concerned liable for suspension of the Library facilities or disciplinary action decided by the University.