INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
CENTRAL LIBRARY

Library Rules

- To maintain a conducive atmosphere for learning and other library activities, the Library requires users to show consideration to fellow users by abiding the following rules and etiquette.

Library Books and Other Materials

- Treat library materials, including books, journals, and electronic resources carefully. Report damaged materials immediately.

- Users must properly check out (at the circulation counter) all library materials to be taken out of the library. Users must refrain from taking library materials, books, or resources to the Courtyard or Cafeteria.

- Library staff on duty have the right to check books, files, and other materials taken out of the library, courtyard area, or cafeteria inside the library.

- Users should use the computers in the library for academic purposes only. Changing the settings, installing software, and display of the computers kept in the Library is not permitted.

- Readers should not remove/unplug/damage computer cables, connectors, network cables, and other peripherals/accessories in the library.

- Users are responsible for the replacement cost of lost or damaged items.

Food and Drinks

1. Eating and drinking (except for plain drinking water) are strictly prohibited in the library. This also includes items purchased in the cafeteria inside the library.

2. Point 1 above also applies to the 24 X 7 reading room.

Personal Belongings

1. Helmets, umbrellas, raincoats, and bags are prohibited in the library. Users should keep these items at the checkpoint/Library lobby area.

2. Use of Laptops, mobile phones, and Tabs is restricted to silent mode only. Online gaming, chatting, and videos (except lectures and academic talks) are strictly prohibited.

3. Reservation of a seat is not permitted. Other users can have the seat if it is vacant for more than 30 minutes.

4. The library is not responsible for lost or stolen items.

Disorderly and Disruptive Behaviour

- Silence will be strictly observed in the library.

- Group discussions are not allowed in the library reading and stack areas.

- The library has the right to ask users whose behavior may be deemed as disturbing the peace of the library to leave the building.

Disciplinary Actions

1. Violation of these regulations could result in the members:

   a. Being asked to leave the library.
   b. Not being allowed to enter and use the library facilities.
   c. Being suspended of their borrowing eligibility.
   d. Being referred to the Disciplinary Action Committee (DAC).

2. The library reserves the right to amend these rules from time to time. For more up-to-date information, see Library FAQs: https://www.library.iitb.ac.in/faqs/