



MBU MOHAN BABU UNIVERSITY

SAINATH NAGAR, TIRUPATI – 517 102

CENTRAL LIBRARY

CENTRAL LIBRARY – GUIDELINES

To maintain a conducive atmosphere for learning and other library activities, the Library requires all the users to abide by the following guidelines.

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.
- Library staff on duty have the right to check books, files, and other materials taken out of the library.
- Users should use the computers in the library for academic purposes only. Changing the settings, installing software, and systematic downloading 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 of lost or damaged items.

Personal Belongings

1. Helmets, umbrellas, raincoats, and bags are prohibited in the library.
Users should keep these items at the property counter.
2. Mobile phone is not allowed inside the Library
3. Use of Laptops and Tabs is restricted to silent mode only. Online gaming, chatting, and videos (except lectures and academic talks) are strictly prohibited.
4. Reservation of a seat is not permitted. Other users can have the seat if it is vacant for more than 30 minutes.
5. 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 guidelines 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).

The library reserves the right to amend these guidelines from time to time