



HINDUSTAN

INSTITUTE OF TECHNOLOGY & SCIENCE
(DEEMED TO BE UNIVERSITY)

Dr. K.C.G. VERGHESE RESEARCH AND RESOURCE CENTRE

Rules and Regulations for Department Library

1. The Department Library In-charge (Faculty only) is responsible for that Department Library books.
2. It should be maintained in closed access system.
3. Central Library Staff Members will verify the books during stock verification.
4. Staff of all departments has an opportunity to refer books in the department library. Staff Members can borrow books from Central library only.
5. The Department Library in-charge to be seated in the department library area only.
6. HOD's should get approval from the Chief Librarian when there is any change in the department library in charge, for the purpose of stock taking and handing over.
7. Based on HOD's recommendation, the department library in-charge has to collect the new additions of books for the department library.
8. Staff Members are requested to submit Specimen copies to Central Library for accessioning and processing. After processing, books can be transferred to department library.
9. Report for any missing and damaged books inform to the Chief Librarian.
10. All Department library in-charge should arrange reading area for the staff members for referring books.
11. Staff Members are requested to submit the conference proceeding and journal articles to the department library.