भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

CENTRAL LIBRARY

Guidelines for Students for Library Use

The Central Library users are expected to show respectful behavior towards the library and its users, staff, and resources at all times. To maintain a productive and welcoming work and study environment for the IIT Guwahati community, library users agree that:

- They will not damage library materials, including writing in, tearing or removing book pages or otherwise causing deliberate harm to library property.

- They will respect others, and not engage in harassing, violent, threatening or unlawful behavior (intimidating, disruptive, or offensive).

- They will observe the noise limitations for silent and quiet study.

- They will observe the library's Cell Phone Guidelines and limit cell phone use to designated cell phone areas.

- They will limit photography and any audio or visual recording to those who have given their consent to participate. Prior permission for photo shoots has to be obtained from the office of the Central Library.

- They will exit promptly at closing time and during emergency situations or drills.

- They will refrain from eating within the library building as per the library's Food and Drink Policy.

- They will use the computers and internet responsibly, in accordance with the Library's Computer Use Policy.

Cell-phone use guidelines

To support a productive study environment for all users, please exercise consideration when using cellular phones. Cell phones are permitted in designated cell phone areas.

- If you are bringing a cell phone into the library, please set your ringer to silent.

- If you require the use of your cell phone, please move immediately to a designated area.

- When using a cell phone in a designated area, please speak quietly.

Designated Cell Phone Areas

- The entrance

- The enclosed stairwell

Food and Drink Policy

To maintain an environment conducive to the research and study needs of its users and to preserve the recorded knowledge comprising the library collection, the following policy for food and drink is observed in the library.

<u>Food is prohibited in the library</u>

Beverages are permitted in the library, in containers with appropriate, sealable lids.

Deposit all disposable containers, wrappers, and refuse in the garbage or recycling as appropriate.

<u>Rationale:</u>

Even when consumed carefully, traces of food may be left behind in the form of tiny crumbs or greasy fingerprints. In addition, food wrapping is often left behind on desks. However, even if food is properly disposed of in garbage cans, the remnants of food are a problem.

Leftover food can cause staining and mould growth in books. Food dropped on desks, floors, or even in garbage cans, attracts insects and rodents. Once these pests are attracted into the library they continue to harm the collection as they find other food sources (eg. paper, book glue).

In addition, food can ruin library materials irreparably

<u>Computer Use Policy</u>

The Library's OPAC Terminals are available for activities related to study, research and teaching. These activities must be conducted according to practices ensuring that the rights of all users are protected.

Library users bear sole responsibility for the material they choose to access, send or display. Users in violation of this policy will be asked to refrain from the restricted activity. Failure to comply will result in removal from the building.

<u>Appropriate Activities:</u>

- Searching library catalogues, databases, files and directories.

- Emailing, printing or saving search results to an external device.

- Searching the internet for study, research and teaching.

- Using email relating to study, research and teaching.

- Using software provided by the library

- Saving documents to a campus server.

- Sending requests or feedback to library.

<u>Prohibited Activities:</u>

- Using OPAC Terminals in a manner which contributes to an uncomfortable study or work environment.

- Using Library computer equipment or software for commercial purposes.

- Downloading and/or installing software or plug-ins on to a library OPAC Terminals.

- Tampering with or "fixing" equipment.

- Using OPAC Terminals in a manner that violates library policy, Institute's policy, laws or statutes.