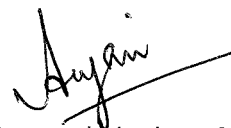


Department of Mathematics, IIT Guwahati

Guidelines for using the Departmental Library & Reading Room

To maintain academic environment in the Library & Reading Room, all users are requested to follow the guidelines given below:

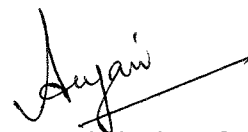
- Only students/faculties/staffs of the Department of Mathematics can use the facilities provided in the library. Students from other departments can avail the facilities with permission from the Faculty in-charge, Departmental Library or the Head of the Department and he/she must be accompanied by a student of Department of Mathematics.
- All users must make an entry in the register kept near the main door before using the Library/Reading room.
- The library will remain open during office hours. To use the Reading Room after the office hours, a student of Department of Mathematics can request the on duty security person to open the Reading Room on submission of his/her Identity card.
- The last user leaving the Library/Reading room is responsible for ensuring that all lights are switched off and the door is properly locked before leaving.
- Eating and drinking are strictly prohibited inside the Library/Reading room. Maintain the cleanliness in the Library/Reading room.
- Please maintain silence in the Library/Reading room. Keep your mobile phones in silent mode.
- The Library/Reading room is a place for study, not for sleeping, chatting or playing games.
- Please do not displace any furniture from their original positions.



[Dr. Anjan K. Chakrabarty]
Faculty-in-charge,
Departmental Library

Department of Mathematics, IIT Guwahati
Departmental Library Circulation Guidelines / Rules

- Library circulation hours: 15:30-17:30 on Monday-Wednesday-Friday
- The books can be issued to the students/faculties/staffs of Department of Mathematics ONLY.
- The books can be issued only after verification of ID card (own), however can be returned by anybody.
- Maximum two books can be issued to any user at a time (this can change in future).
- The books can be issued for a period of ONE month. If a user needs a book for a longer period, he/she is expected to renew the same. He/she must bring the book even for renewal.
- If a user requires a book that is currently issued to another user, he/she must “Reserve” that book by entering the necessary details in the designated reservation register. A book that has been “Reserved” cannot be renewed by the current borrower. Priority for issuing the book will be given to the first user who makes the reservation. The reservation claim will remain valid for one week from the date the book becomes available.
- If a user fails to return a book on or before the due date, he/she will be treated as defaulter and a warning will be issued. If he/she fails to return the book even after the warning, heavy fine will be levied, as decided by the HoD.
- The issue and return of the books should be done ONLY during library circulation hours.
- Users are expected to handle the books in a proper manner. Any sort of damage to the books, including writing in, tearing or removing pages or any sort of mutilation of the books will attract severe punishment. This may also lead to the withdrawal of library access.
- It is advised NOT to use the book for photocopying.



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