



Indian Institute of Information Technology

Sethurapatti, Trichy-Madurai Highway, Tiruchirappalli, Tamil Nadu-620012

Library Rules

1. Membership & Access

- All registered members of IIIT Tiruchirappalli (students, faculty, research scholars) are eligible to use library services.
- Entry and exit shall be recorded (sign-in/out) as required by the librarian.

2. Library Timings & Hours

- Library is open **Monday to Saturday** from **9:30 AM** to **5:30 PM**.

3. General Conduct & Decorum

- Users shall carry a **valid Institute ID card** while using library facilities and produce it on demand.
- Library access is **non-transferable**; lending ID cards to others is strictly prohibited.
- Maintain silence. Conversations, phone calls, loud discussions, or disruptive behaviour are not allowed inside the library.
- Mobile phones shall be silent or turned off. No speaker phones or loud media.
- Eating, drinking (except water in closed bottles), smoking, spitting, chewing tobacco, or similar activities are strictly forbidden.
- Personal belongings (bags, large items) shall be deposited at the property counter. Only small items like laptops (if permitted), notebooks, and issued books shall be carried in the reading areas.
- Sleeping, occupying seats without use, or reserving seats for others is not permitted.
- The library is **not responsible** for loss of personal belongings. Found items may be handed over to the library staff.
- Users shall treat library staff and fellow users with respect; misuse of any kind shall lead to loss of privileges.

- The library reserves the **right to modify or update** rules and policies from time to time.
- The decision of the **Librarian / Library-in-charge / Institute Authority** shall be final in all matters.

4. Use of Library Materials & Collections

- Reference books, theses, and project reports are non-circulating and meant only for reference within the library.
- Books/ materials shall not be removed from the library without proper issue. Unauthorized removals will be treated seriously.
- Users shall check the state of the book (pages, bindings, markings) at the time of issue; pre-existing damage shall be reported, else the borrower shall be held liable.

5. Borrowing / Circulation Policy

User Category	Max Books Issued	Loan Period
Faculty/ Professors	7 books	4 months
M.Tech./Ph.D. Students	6 books	1 month
Undergraduate Students	5 books	1 month

- Renewal of borrowed books is allowed if there is no reservation/recall request.

6. Penalties and Disciplinary Actions

- Overdue fines: e.g., ₹1 per day per book for the first 15 days, and ₹2 per day per book thereafter.
- The lost or damaged book shall be replaced by a new book of the latest edition (if available) or latest reprint, with processing charges of Rs. 500/- along with overdue charges, if any.
 - In case the book is out of print or not available in the market, double the original cost shall be charged, along with processing charges of Rs. 500/- for each book, and overdue charges, if any.
 - The cost of the book in foreign currency is to be charged at the current conversion rate of the currency.
- Overdue fines accumulate each day after the due date. Repeated overdue shall lead to restricted borrowing.

- Repeated or serious violations (e.g., theft, damage, disruptive conduct) shall result in suspension or revocation of library access.

7. Use of Electronic & Digital Resources

- E-resources (e-books, online journals, databases) are for academic, research, or study purposes only. Commercial use, resale, or unauthorised sharing is prohibited.
- Systematic mass downloading of content, or using bots/scripts to scrape material, is disallowed.
- Users shall comply with all copyright laws and licensing agreements.

8. Maintenance of the Books

- Do not write, mark, highlight, tear, mutilate, or deface books/materials.
- Books withdrawn from the racks shall be returned to the same rack after use. Misplaced books are difficult to locate and may be considered lost.
- Keep the reading/study area clean. Dispose of wastepaper, etc., in the bins.

9. Reprography and Printing Facility

The Reprography and Printing Facility in the IIIT Tiruchirappalli Library is available for students to photocopy, print, and scan required documents as per the following schedule:

Timings

Forenoon: 10.30 a.m. to 11.30 a.m.

Afternoon: 3.30 p.m. to 4.30 p.m.

Charges

Service	Rate (₹ per page)	Remarks
Black & White Photocopy (A4)	1.00	Single side
Black & White Photocopy (A3)	2.00	Single side
Black & White Printing (A4)	2.00	Single-sided, from digital file
Black & White Printing (A3)	4.00	Single-sided, from digital file
Scanning (A4)	2.00	Digital copy will be provided to the user
Scanning (A3)	5.00	Digital copy will be provided to the user

10. Copyright Compliance Notice

- All users of IIIT Tiruchirappalli Library resources shall strictly adhere to the copyright laws and license agreements of publishers and consortia.
- No copyrighted material shall be copied, published, distributed, displayed, or otherwise reproduced without the permission of the copyright holder, except as permitted under fair use provisions or licensed agreements. This includes books, journals, e-resources, DVDs, CDs, and other copyrighted materials.
- Any violation of copyright regulations shall result in suspension or termination of access to library resources, including online databases and e-resources.

11. No-Dues Clearance

- Before leaving the institute (e.g., upon graduation, discontinuation, etc.), users must obtain a **“No-Due Certificate”** from the library by returning all borrowed items, paying any fines, and settling all dues.

Sd/-

The Director (i/c)

IIIT Tiruchirappalli