



CENTRAL LIBRARY
INSTITUTE OF MENTAL HEALTH & NEUROSCIENCE (IMHANS)

General Rules

1. Silence is to be strictly observed in the library.
2. Institute identity card is compulsory for all users. This card is strictly non-transferable.
3. Users are supposed to deposit their personal belongings at library property counter.
4. Students are required to sign in the Gate register while entering and exit.
5. Documents taken off the shelves must be left on the table. Replacing the documents on the shelves by users is not encouraged as the documents may get misplaced.
6. Reference documents like Dictionary, Encyclopedia, Year Books, Journals, and Handbooks etc are only for consultation within the Library premise. Any Reference Books can be lent out one day, after getting permission from the librarian.
7. All books must be returned on or before the due date.
8. Members must replace the book if it is lost with the latest edition, along with any overdue charges.
9. Library team are available for any assistance you may need in using library resources, facilities & services.
10. Library will welcome any suggestion for better use of library facilities

Book Lending

Books are issued for the home reading to the library user. This privilege is given to the following categories of user.

Sl. No	Category of users	Number of Books	Loan Period
01	Faculty Members	10 Books	20 Days
02	PhD Scholar	8 Books	15 Days
03	M. Phil Scholar	6 Books	10 Days
04	PBDPN	6 Books	10 Days
05	Staff Members	6 Books	10 Days