



## Library Code of Conduct

The library of Sir Syed College serves as a vital center for learning, research, and intellectual development. To ensure a conducive environment for study and effective utilization of resources, all users are required to adhere to the following code of conduct:

### 1. General Rules

- The library is a **silent zone**. Users must maintain silence and avoid any disturbances.
- Library users must carry a valid **college ID card** to enter and borrow books.
- Personal belongings, including bags and food items, should be kept outside the library in designated areas.
- Use of mobile phones is strictly prohibited inside the library.
- Smoking, eating, and drinking (except water) are not allowed within the library premises.

### 2. Borrowing and Returning Books

- Students can borrow books as per the lending policy determined by the library.
- Books must be returned or renewed on or before the due date to avoid fines.
- Reference books, periodicals, and rare materials are **not for lending** and must be used within the library.
- Borrowed books must not be marked, defaced, or damaged in any way.

### 3. Use of Library Resources

- Users must handle books, journals, computers, and other library resources with care.
- Computers in the library are for academic purposes only. Accessing social media, playing games, or unauthorized downloads are prohibited.
- Any damage to library property must be reported immediately and may result in penalties.
- Users should log out after using digital resources and ensure that workstations are left in proper condition.

### 4. Conduct and Discipline



- Users should behave courteously towards library staff and fellow students.
- Group discussions are allowed only in designated areas.
- Misuse of library facilities, including unauthorized removal of books or materials, will be treated as a serious offense.
- Any violation of the library rules may result in temporary suspension of library privileges.

## 5. Library Timings

- The library operates as per the college schedule. Any changes in timings will be notified in advance.
- Users must leave the library **10 minutes before closing time** to facilitate closing procedures.

## 6. Special Guidelines

- External visitors must obtain prior permission from the librarian for access.
- Faculty members may reserve books for classroom reference as per the library policy.
- The library welcomes suggestions for book acquisitions and improvements in services.

Failure to comply with these rules may result in disciplinary action. The library staff reserves the right to enforce these guidelines to ensure a smooth and enriching academic environment.