

## Library Rules and Regulations

1. **Maintain Silence and Discipline** – A quiet and disciplined environment must be observed at all times. The use of mobile phones is strictly prohibited.
2. **No Eating, Smoking, or Sleeping** – Activities such as eating, smoking, sleeping, and loud conversations are not allowed inside the library.
3. **Handling Books and Documents** – Books or materials taken from shelves should be left on the tables after use. Users should avoid placing books back on the shelves to prevent misplacement. A misplaced book is considered lost.
4. **Access for Non-Members** – Visitors who are not registered members may access library resources within the premises with prior approval from the Librarian.
5. **Preservation of Library Materials** – Users must handle books and documents with care. Writing, underlining, marking, folding pages, tearing, or causing any damage to materials is strictly prohibited.
6. **Usage of Newspapers, Journals, and Magazines** – These materials should only be read in the designated areas within the library and should not be moved elsewhere.
7. **Unauthorized Removal of Materials** – Library resources must not be taken outside without proper authorization. Any unauthorized removal will be considered theft and dealt with accordingly.
8. **Consequences of Rule Violations** – Failure to comply with library regulations may result in suspension of membership and restriction from using library facilities.
9. **Photography Restrictions** – Taking photographs of the library or its resources is not permitted without prior consent from the Librarian.
10. **Feedback and Suggestions** – Library users are encouraged to share their suggestions regarding services and improvements.

