

User's Co-operation is Solicited in the following matters :

e- access Guidelines

- Make sure that you download the papers actually required by you.
- Please don't download papers that you might possibly require in future. The access to the required resources will continue. So, please don't download unnecessary papers
- Systematic downloading is strictly prohibited. The systematic downloading includes cover to cover download or bulk downloading from same journal/database.
- The quantity of allowed downloading varies from publisher to publisher. Contact KRC personnel to seek clarification, if any.
- Beware; our server has surveillance mechanism in place. Any violation of e-access guidelines will be immediately identified.
- Remember! E-access has been subscribed under an agreement with the publishers. Let's make sure not to violate any agreement.

General Request

- Silence is to be strictly observed.
- Smoking and eating is prohibited.
- Users are requested to avoid talking or discussion that will disturb other readers. Reading halls are meant for individual study only.
- Care must be taken to see that the library walls, furniture and reading materials are not spoiled/damaged/soiled in any way.
- Chairs and tables should not be disturbed from their position
- Readers are requested to switch off their Mobile phones.
- Users should avoid resting their feet on tables, chairs, shelves, window sills.
- Books and bound volumes should be handled with great care. Please avoid keeping the volumes open on the table. or putting with their faces down, or inserting note books or pencils in between the pages and closing them. Pages must not be folded to serve as book marks.
- Mutilation and disfiguring of pages of library materials by ink or pencil marks are prohibited.
- Defects found in the books and bound volumes taken out for reading or borrowing should be brought immediately to the notice of the staff on duty.
- Books loaned should be protected from RAIN, DUST, INSECTS, etc.

General Instructions:

- Loss of Borrower`s card to be reported immediately in writing.
- Change in Department, Status, Address etc. to be informed and the tickets corrected.
- Please handle documents with great care as they are costly and valuable, particularly loose issue of periodicals. Please do not mutilate documents.
- All books and if required, the contents of all briefcases, etc. which are being taken out of the library, are subject to inspection at the Check Point.
Please Co-operate.
- Personal papers and non-library materials should not be left unattended on tables.
- On violation of Library Rules or misconduct of any reader, the library authorities can withdraw the library facilities to that particular individual.

Please Do :

- Sign the register kept at the Check point, While entering the library.
- Show the documents which are being taken out of the library, to the staff at the check point.
- Contact the staff on duty/section staff for any queries.
- Keep the Library premises tidy.

Please do not :

- Waste more than half an hour to locate the documents. If you experience any difficulty in locating the required material, Please contact the Library Staff/librarian.
- Move books/journals from its specific area to another area.
- Replace the material: the library staff will do it for you. (Please remember the document misplaced is document lost)
- Write in a book/journal unless it is your cheque book
- Give borrowers cards to others.