



Library Rules & Regulations

1. Silence must be observed in the library.
2. Eating and drinking in the library is forbidden.
3. Ink bottles should be handled with care to avoid spillage.
4. Briefcases and bags are not allowed. They should be placed in the cloak-room and baggage area.
5. Library books used within the library should be left on the tables and not re-shelved by users.
6. Personal books or files should not be left on the desks for more than ten minutes. Prior reserving of sitting space is not allowed.
7. Order and good mannerisms should be observed in the library. Placing feet on desks, eating or sleeping in the library is -not allowed.
8. Use the provided bins to dispose litter.
9. Stealing or attempting to steal library property is a punishable offence.
10. Writing on, underlining and tearing library property is not allowed.
11. Use of mobile phones is not allowed within the library. Security personnel have the authority to confiscate users' mobile phones if used within the premises.
12. Ipods, MP3 players, Walkman's and other music players should not be brought into the library.