

BABASAHEB
BHIMRAO
AMBEDKAR
UNIVERSITY



प्रज्ञा शील करुणा
ESTABLISHED 1996

General Library Rules

**Gautam Buddha Central Library,
BBAU, Lucknow**

centrallibrary.bbau@gmail.com

General rules and Regulations of the Library

- ▶ No entry without ID Card.
- ▶ DO NOT use Mobile phone in the Library.
- ▶ Switch off/Vibrate your mobile phones while entry in the Library.
- ▶ Readers should keep and observe strict silence inside the Library.
- ▶ Loud discussion is prohibited.
- ▶ DO NOT SPIT in the Library premises.
- ▶ Please DO NOT SLEEP in the Library.
- ▶ DO NOT leave costly things at property counter.
- ▶ DO NOT Tear off/Damage/Write on Books Pages.
- ▶ Users/ are not allowed to carry eatables/drinks inside the Library premises.
- ▶ Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Reading cum stock area and periodical section.
- ▶ Personal belongings like bags (laptop, shoulder, and sling), umbrellas, etc. should be deposited at the Property Counter against a token. These are not allowed inside the Library.
- ▶ In case the property counter token is lost, the deposited article may be claimed with proper identification after producing a written request with a fine of Rs. 50/-
- ▶ Readers are advised not to leave their valuable items like money, passport, credit card etc. at the Property Counter.
- ▶ Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
- ▶ Users should not rest or keep their feet on tables, chairs, shelves, etc.
- ▶ The library shall not be responsible for any loss or damage of the personal belongings of the users.
- ▶ The membership can be suspended of any member found misbehaving with the library staff or with any other member.

General Instruction for Reading Halls of GBL

- ▶ The right to use General Reading Hall is exclusively reserved for bonafide members of Central Library, BBAU.
- ▶ Members should produce their ID Card/Library Card at the entrance.
- ▶ Readers should not leave bags/books/copies on the table and cannot claim, capture, and reserve seats for future use.
- ▶ The seats are to be used/ occupied on the first come first served basis.
- ▶ Capturing/reserving seats for friends/future use is strictly prohibited. Other scholars may remove the bags and books if these are left unattended on the tables.
- ▶ Readers should not scribble/writing on table tops or damage them.
- ▶ Readers should not clutter the table with heaps of books and other reading material.

To Follow general COVID-19 Protocols

The Library users are expected to follow the general protocols issues by the Govt. of India, BBAU University and the Library time to time.

Library COVID Guidelines

- ▶ Do not enter the library if you have any symptoms of being ill, such as runny nose, cough, fever, or sore throat.
- ▶ Hand sanitizer is provided. Please use upon entering library and other times as needed.
- ▶ Masks required 100% of time for everyone while in the library. Masks must be well fitting and cover nose and mouth completely.
- ▶ Please keep social distancing of 6 feet at all times.
- ▶ We encourage every user who is eligible to get fully vaccinated to protect our most vulnerable community members.