

### **Borrowing Facility available to each member -**

<b>Membership Category</b>	<b>Books</b>		<b>Periodicals</b>	
	<b>Number</b>	<b>Borrowing Period</b>	<b>Number</b>	<b>Borrowing Period</b>
Student (MBA)	3	15 days	1	3 days
Student (MBAE)	3	15 days	1	3 days
Faculty (Full Time)	20	Semester	5	-
Staff	5	30 days	1	15 days
Visiting Faculty	5	30 days	-	30 days
PhD Scholar (SIU)	2	15 days	-	15 days
Alumni	1	30 days	0	0

### **General Rules for Borrowing facility –**

- 1) **Eligibility** - Members carrying institute ID card / Membership card issued by Library for availing borrowing facility.
- 2) **Issuable material** –
  - Books displayed on Library shelves.
  - Old issues of magazines and journals.
- 3) **Non issuable material** –
  - Books shelved in reference section like encyclopaedia, yearbook, dictionaries, case study books, study material, CDs, core reading material displayed in reference section.
  - Books that are labelled / stamped as reference are not available for issue/return.
  - Books that are recommended by faculty for group reading in a class session.
  - Latest issues of magazines/ journals.
- 4) **Conduct for members** –
  - Members should adhere to dress code define by the institute.
  - Eatables are not allowed inside the library.
  - Beverages other than water is not allowed inside the library.