



KESHAV MEMORIAL INSTITUTE OF MANAGEMENT

(Approved by AICTE and Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad – 500029

Library Rules & Regulations



DO'S (Things to follow)

1. Maintain Silence

Keep the library quiet to ensure a peaceful learning environment

2. Carry Your ID Card

Always bring your college / library ID for entry and book issue/return.

3. Handle Books Carefully

Use books responsibly and return them in good condition

4. Return Books on Time

Renew the books before the due date

5. Use Library Resources Properly

Utilize journals, reference books, e-resources, and digital databases for academic purposes.

6. Keep Mobile Phones on Silent Mode

Avoid phone calls or loud notification inside the library.

7. Maintain Cleanliness

Keep tables, chairs, and shelves neat and dispose of waste properly.

8. Use Internet Facilities Responsibly

Access only academic and research-related content on library computers/Wi-Fi.

9. Report Damaged or Missing /Books

Inform the librarian immediately if you notice any issues.

10. Report Library Staff and Fellow Users

Follow instructions and be courteous to everyone.

11. Students are not allowed into library during Class hours.

Sitting in the Library during class hours is strictly prohibited.

DON'Ts (Things to Avoid)

1. Do Not Make Noise

Avoid talking loudly, group discussions, or disturbing others.

2. Do Not Eat or Drink inside the Library

Food and beverages may damage books and equipment.

3. Do Not Mark, Fold, Or Tear Pages

Writing or damaging library materials is strictly prohibited.

4. Do Not Misplace Books on Shelves

Leave consulted books on designated tables if unsure where to replace them.

5. Do Not Borrow Books Without Proper Issue

All materials must be officially checked out.

6. Do Not Use Mobile Phones for Calls

Step outside the library if you need to answer or make a call.

7. Do Not Access Non-Academic Or Inappropriate Websites

Library internet is for educational use only.

8. Do Not Bring Unauthorized Persons into the Library

Entry is restricted to authorized users only.

9. Do Not Rearrange Furniture or Equipment Without Permission

Keep the library setup intact

10. Do Not Ignore Library Rules

Violations May lead to suspension of Library privilege