

Instructions for Book Bank Users

A student can borrow maximum 05 books at a time from Book Bank. Books are issued for one semester only. The students are required to return/renew the issued book(s) on or before the due date.

Valid Library Card is mandatory to avail Book Bank services. Please bring your library card and university card to take books from the Book Bank.

In case a user has overdue book(s) of previous semester on his/her account (either issued from Book Bank or other libraries), new book will not be issued. (Please confirm the due date from staff before leaving the counter)

A student is required to return the same copy (accession number) of the book being issued on his/her membership account. (Note: copies of the same book are also issued to other students so don't exchange your copy with any other student).

A student can take only one copy of a specific book title from the Book Bank. Duplicate copy of the same title will not be issued.

Do not write or highlight text on the issued books while in your custody and use the books with extra care.

Library member is required to pay fine for the book(s) delayed, lost, damaged or destroyed while in his/her possession.