# School of Management, Manipal

## Library Rules and Regulations

- Enroll as the library user.
- Without producing the library card, no books are issued.
- Books issued to the students are not allowed inside the library.
- Personnel belongings and books should be Left in the property counter.
- Mobile phones should be switched off or in silent mode.
- Keep silence in the library.
- Students are not allowed to take books, files, printed materials or any other articles inside the library.
- Mutilation and disfiguring of pages of books are strictly prohibited. Borrower shall be held responsible for any damage done to the documents of the library.
- All the students must enter their name and registration number in the register kept at the entrance.
- Computers are for educational use only. The use of the Internet in the library is for reference work. Accessing unauthorized sites, playing games, chatting etc. are strictly prohibited.
- Library users should not change settings on the computers provided in the library.
- Users may not connect to the Library's electrical, data or telephone supply.