

# **ACADEMY OF PRISONS AND CORRECTIONAL ADMINISTRATION, VELLORE**

## **LIBRARY RULES AND REGULATIONS**

- All Users must observe total silence in the Library and its environs at all times.
- No personal belongings are allowed inside the Library.
- No Library equipment may be moved, modified or tampered without permission from the Librarian.
- Enter your name and sign in the user register kept at the entrance counter before entering Library.
- Reference Books, Course Material, Newspaper, Journal and Magazines can be used only within the Library.
- Users of the materials in possession will be held responsible for any damage or loss and has to pay for replacement and Processing.
- No books in damaged condition will be accepted from the users on return, damage books will have to be replaced by the borrower.
- Use of sound equipment like Mobile, tablet etc. is strictly not allowed in the Library and its environs.