

2006

IQ City Medical College
IQ City Road,
Sovapur, Jemua,
Durgapur - 713206, India
Phone: 0343-2608500
www.iqcitymedicalcollege.in



**IQ CITY MEDICAL COLLEGE AND HOSPITAL
CENTRAL LIBRARY, INTERNAL READING ROOM**

Rules and Regulations:-

MEMBERSHIP CHARGES:

1. Membership is obligatory for all students and faculty also.
2. All students will be issued Library card free of cost, which must be in their possession while entering the Library.
3. A fine of Rs. 250/- (each card) would be levied for re-issue in case of loss of the Library Card and duplicate cards would be issued only twice.
4. Loss of book / any damage may lead to penal deduction from the borrower.

USAGE OF BOOKS AND JOURNALS:

1. Books from the Library are loaned for 07 days.
2. Students who fail to return/ renew books by due date shall be fined Rs. 20/- per day.
3. Students / Faculty may be issued only two books at a time (lending basis).
4. Books, Journals etc taken from the shelves for reading should be left on the circulation tables after use and not be replaced on the shelves.
5. Computers are only for educational use. The use of the Internet in the library is for reference work. Accessing unauthorized sites, chatting etc. are strictly prohibited in the library. Students are liable for disciplinary action in case of default.
6. Library users should note not underline or scribble notes in textbooks/journals.
7. No Magazines / News Paper/ Journals from the library will be lent for home use.
8. Loss or damage to Library Books / Materials on loan to a user should be reported immediately.

TIMINGS:

1. Library will remain open from 9.00 am. To 9.00 pm. on all working days.
2. Library will remain closed on all Sundays and National Holidays.
3. Lending of books will be only between 10.00 am. To 8.00 pm. & Reading books shall be issued only between 9.00 am to 9.00 pm on working days only.

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PERSONAL BELONGINGS:

1. Bags, Handbags, Parcels, Aprons or other valuable things are not allowed to be brought inside the Library (Internal reading room, Journal room, Computer room). Such things may be left in the property counter provided in the Library. Users are advised not to keep their valuable things in the property counter. The Library accepts no responsibility for the loss or damage of any article so left.
2. Personal Books are not permitted to be brought in the main Library.
3. Access of Electronic Gadgets may be used strictly for academic purposes. Audio or video should be used only with headphones.

DISCIPLINE:

1. Engaging in conversation / discussion / group study inside the Reading Halls / Library is strictly prohibited.
2. Strict silence to be observed at all times in the Library.
3. All Books / Journals must be handled carefully.
4. Eating, Drinking (Except Water), Smoking, alcohol etc are strictly prohibited in the Library.
5. Chairs, tables and other library equipments, furniture may not be marked, defaced, disarranged.
6. Students should not place their feet on chairs or tables.
7. Personal belongings should not be left unattended. The library cannot be held responsible for any loss or damage of personal belongings.
8. Mobile Phones are to be switched off or kept in 'SILENT MODE' in the Library.
9. All Students must follow the dress code of the Medical Institute while visiting the central library.
10. Library Committee and Librarian decision will be final decision, always obey Library code of Conduct.

The above mentioned rules and regulations are subject to periodical reviews and revisions. Failure to comply with library rules and regulations may result in the loss of library privileges and may lead to college disciplinary procedures.

Date: 10.08.2026

By Order.

Arindam Banerjee
11/8/2026
IQ City Medical College & Hospital
IQ City Road, Sovapur, Jemua
Durgapur-713206, India