

## Library and Learning Resources Centre (LLRC)

CHITTAGONG INDEPENDENT UNIVERSITY (CIU)

16 Jamal Khan Road, Chittagong

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### Instructions for Students

- The Library and Learning Resources Centre (LLRC) is a place for study; students behavior should reflect this and students should respect the needs of others.
- To get LLRC facilities students need to be member in CIU LLRC. One PPS Photograph is required during filling up new membership form.
- Students have to renew membership in each semester showing their Payment Slip/Billing Statement.
- **Silence** is required throughout the LLRC and in Electronic Resources Center (ERC).
- **LLRC hours :**

|                           |   |                           |
|---------------------------|---|---------------------------|
| <b>Saturday</b>           | : | <b>2.00 pm – 7.00 pm</b>  |
| <b>Sunday – Wednesday</b> | : | <b>9.00 am -- 7.30 pm</b> |
| <b>Thursday</b>           | : | <b>9.00 am – 5.00 pm</b>  |
- **Personal possessions** should not be allowed in the main LLRC except - exercise book (khata), pen, geometry box and calculator. **Personal reading materials** or any types of **printed materials, diaries and spiral bindings** are also not allowed. Students are suggested to use them in Reading Room.
- LLRC safekeeping is for keeping your personal possessions (of course do not keep money or other valuables), otherwise, the University authority does not accept responsibility for loss of or damage to the belonging.
- **Gathering unnecessarily** in front of the Circulation and safe keeping counter is not allowed.
- A student, who has valid membership, can borrow **three books** at a time.
- **Two copies of the same book** can not be borrowed at a time.
- **Books Issue Procedure:**
  - Undergraduate Students -- Ten Days**
  - Graduate Students -- Fourteen Days**
  - Renewed only once for **five days** (Graduates & Undergraduates)
  - Delay fine is per day **ten taka**. Weekends / holidays will also be counted.
- Reference books/copies are issued only for One Hour. The delay fine is per hour ten taka.
- Reference copies can be issued only in special causes at 5.00 pm and must be returned on the next open day at 9 a.m.
- Students have to pay the delay fines in exact figure;
- Students can have **AVM materials** facilities in the LLRC only. CDs, which have multiple copies, can be issued for five days.
- Students are requested not to shelve the books.
- Students have to photocopy from the Ground floor photocopier. Only paper clippings and some restricted books can be photocopied from the LLRC.
- **Mobile Phone** must be switched off. And should not be used anywhere within the LLRC premises.
- Any sort of refreshments is strictly prohibited in the LLRC and ERC.
- **Writing or marking** on books / reading materials and reading tables is forbidden.
- Any **damage or loss** of library materials will lead to two times fine of original price.
- Serious offences will be pursued immediately under the universities codes of discipline, and will result in suspension from the LLRC facilities pending inquiry. These includes – unrecorded borrowing, theft or concealment of material or equipment, abuse of any sort directed against LLRC staffs or other users of the LLRC.
- Willful misuse of library facilities may result in LLRC membership being terminated.
- **Librarian** has the power to establish new rules if the situation demands. And the students have to follow the rules.
- The LLRC officials/staffs and the students who are on duty have the authority to check: any students if they think it's necessary.
- Students may carry Laptop inside the LLRC without Laptop Bag. Before leaving the LLRC, students must show their Laptop and Books to the Officers.
- Wi-Fi connectivity network is available throughout the library and your activities are under CCTV Surveillance.

*N.B.: Violation of the above rules may lead to exclusion from the LLRC.*

**Please, Visit CIU Online Public Access Catalogue – <http://library.ciu.edu.bd:8000>**