

CENTRAL LIBRARY, IIT DELHI

Guidelines for Using Library Reading and Study Spaces

The Central Library provides shared reading and study spaces for the IIT Delhi community. These spaces are intended primarily for **quiet individual study, reading and academic work**.

When you use the Library, please help maintain an environment in which everyone can study comfortably and without disturbance.

If you are sitting in the Library, please:

1. Use your seat responsibly

- Seats are available on a **first-come, first-served basis**.
- Use **one seat for yourself** and occupy only the space reasonably required for your study.
- Do not reserve or capture seats for friends or for later use by leaving bags, books, notebooks or other belongings on them.
- If you leave your seat for **about one hour or longer**, take your belongings with you. An unattended seat may be made available to another user.
- During busy periods, particularly examinations, please use the available seating thoughtfully and considerately.

2. Maintain silence

- Keep conversations to a minimum in reading and study areas.
- Keep your mobile phone on silent or vibration mode.
- Take phone calls outside the library building.
- Do not shout, argue, conduct group discussions or engage in any activity that disturbs others.
- Use headphones for audio/video and keep the volume low enough that it does not disturb fellow users.
- Use designated collaborative spaces, wherever available, for discussions and interactive academic work.

3. Respect other users

- Every user has an equal right to use the available study facilities.
- Be considerate of students engaged in concentrated study, research or examination preparation.
- Do not disturb, confront, threaten, intimidate or use abusive language towards another user.
- **Do not attempt to enforce Library rules yourself against another user.**
- If another user's conduct is causing a problem, inform the **Security personnel or authorized staff on duty** and allow the matter to be addressed through the appropriate process.

4. Take care of your belongings

- Keep your personal belongings with you and take appropriate care of valuable items, including the items kept in the Library Property Counter/Storage Area near the entrance.
- Do not leave laptops, mobile phones, wallets, money, identity cards or other valuable or essential items unattended.
- Do not leave belongings on a seat or table to indicate that it is reserved.
- Before leaving, **check your study area and take all your belongings with you.**
- Unattended belongings or study material may be moved during cleaning, housekeeping, security or closure operations to facilitate the orderly use of the Library.
- If you believe an item has been moved during such an operation, please contact the appropriate Library/Security channel.

- The Library or Guard is not responsible for losses as above, if any.

5. Take care of the Library furniture and facilities

- Use tables, chairs, sofas and other furniture carefully.
- Do not drag, rearrange or relocate furniture.
- Do not place your feet on tables, chairs, including your own chair/sofa, sofas or other furniture.
- Do not write on, scratch, mark or damage furniture, walls or other Library property.
- Do not tamper with electrical fittings, network connections, computers or other installed equipment.
- Do not unplug or modify cables, connections or peripherals.
- Report damaged furniture or malfunctioning facilities to authorized personnel instead of attempting to repair them yourself.

6. Use electrical and charging facilities properly

- Use only charging points specifically designated for personal electronic devices.
- Do not use electrical points intended for installed infrastructure/equipment for charging personal devices.
- Do not unplug or disconnect installed equipment or another user's device.
- Do not use unauthorized extensions, modifications or connections.

7. Keep the study area clean

- Do not bring food or drinks into designated reading and study areas except water bottles.
- Smoking, pan chewing and spitting are prohibited within the Library premises.
- Dispose of waste only in designated bins.
- Do not leave bottles, cups, wrappers, papers or other waste on study tables.
- **Leave your study space clean and ready for the next user.**

8. Use Library computers and digital resources appropriately

- Use Library computers and digital facilities primarily for academic, educational and research purposes.
- Do not change computer settings or disconnect cables and peripherals.
- Do not install software or modify system configurations.
- Use Library electronic resources in accordance with applicable publisher licence conditions.
- Systematic, bulk or automated downloading of electronic resources is prohibited.
- Do not share Library/Proxy credentials or passwords with others.

9. Before leaving the Library

Before you leave, please take a moment to:

✓ **Take all your belongings**

✓ **Clear your seat and table**

✓ **Dispose of waste properly**

✓ **Return Library material to the appropriate place**

✓ **Check that you have not left any valuable or essential items behind**

During scheduled closure and cleaning operations, unattended articles may be cleared from study areas and shifted in accordance with the applicable procedure. Users should therefore **not leave belongings overnight or expect them to remain undisturbed.**

10. If there is a problem

If you encounter a disagreement, disturbance, damaged facility or other concern:

Do not argue. Do not confront. Do not attempt to enforce the rules yourself.

Instead:

Inform the Security personnel or authorized staff on duty and allow the matter to be handled through the appropriate channel.

Incidents involving misconduct, threats, intimidation, damage, misuse of facilities or other violations may be documented and, where necessary, referred to the appropriate Institute authority in accordance with applicable rules and procedures.

CCTV and other available records may be reviewed, where appropriate, including lip interpretations for verification of incidents, damage, misuse of facilities, security matters or other matters requiring examination. The renovated Second Floor is equipped with CCTV monitoring for such purposes.

The Library Study-Space Rule in One Minute

ONE SEAT

Use one seat. Do not reserve seats.

KEEP QUIET

Your silence helps others concentrate.

KEEP YOUR BELONGINGS WITH YOU

Do not leave valuable or essential items unattended.

RESPECT OTHERS

Do not disturb, argue with or confront fellow users.

PROTECT THE FACILITIES

Use furniture, equipment and infrastructure carefully.

KEEP IT CLEAN

Leave the space ready for the next user.

NEED HELP?

Inform authorized Library/Security personnel. **Do not take matters into your own hands.**

A Shared Academic Space

The Central Library is a shared academic facility. Responsible use by every individual helps ensure that the Library remains quiet, respectful, accessible and conducive to study and research. Study with focus. Respect others. Share the space responsibly.

Violations will invite actions as per the Library/Institute Rules

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Central Library

Indian Institute of Technology Delhi