



R.P. PADHI LIBRARY
BERHAMPUR UNIVERSITY
BERHAMPUR

DO's

- Sign the Register kept at the Check Point while entering the Library.
- Keep your belongings in proper place.
- Show the Documents, which are taken out of the Library to the Staff at the Check Point.
- Keep the Library Premises Tidy.
- Use the Dustbins provided in the Reading Room.
- Leave the Documents on the table after use, the Library personnel will take care of it.
- Observe silence at all times.
- Shutdown the computer after use.
- Place the chair as it was.

DON'Ts

- Do not move the Books / Journals from its specific area.
- Do not replace the Documents.
- Do not give your Library Card to others.
- Do not use Mobile Phones inside the library and put your Mobile Phones in Silent Mode.
- Do not Photocopy Complete Book / Journal issues. It is violation of Copyright Act.
- Do not disturb any one.
- Do not disturb any arrangements.
- Do not reserve seats or tables.
- Do not Spit Smoke and Shout.
- Do not take Books, Magazines, News Papers and Journals etc. outside of the Library.

[Signature]
24/2/23
Librarian I/c.
R. P. Padhi Library
Berhampur University

[Signature]
24/2/23
DIRECTOR
R. P. Padhi Library
Berhampur University