



# TRIDENT ACADEMY OF TECHNOLOGY

Ref: TAT/P/107/2025

<b>Name of the Policy</b>	<b>Library Access Policy</b>	<b>Department Responsible</b>	<b>Principal</b>
<b>Department</b>	<b>All</b>	<b>Prepared By</b>	<b>Dr.S,Pattnaik</b>
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<b>No.of Pages</b>	<b>2</b>	<b>Approved By</b>	<b>Principal</b>

## Library Access Policy

### Purpose:

This policy outlines the access rights and responsibilities for users of the Trident Academy of Technology libraries, ensuring a safe and conducive environment for all while protecting library resources.

### Eligibility for Access:

- Internal Users: Students, faculty, and staff of Trident Academy of Technology.
- External Users: Students and staff from other educational institutions, business users and professionals, and the general public.

### Library Hours:

Libraries will operate during designated hours, which will be publicly posted. Special hours may apply during holidays and examination periods.

### Registration:

External users must register at the library desk to obtain a visitor pass. Identification may be required.

### Security Measures:

- Security systems are in place to ensure the safety of all users and staff.
- Visitors may be subject to bag checks to prevent theft of library resources.
- CCTV surveillance is implemented in common areas for security purposes.

### User Conduct:

- All users are expected to maintain a respectful and quiet atmosphere.
- Eating and drinking are permitted only in designated areas.
- Users should refrain from disruptive behavior, including loud conversations and excessive noise.



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## Access to Resources:

- All users have access to library materials, computers, and study spaces within the designated hours.
- Borrowing privileges are primarily extended to internal users. External users may have limited access to certain resources.

## Computer and Internet Use:

- Library computers are available for research and academic purposes only.
- Users must adhere to the Acceptable Use Policy for internet access.

## Fines and Fees:

Users will incur fines for overdue materials. Lost or damaged items may result in replacement fees.

## Privacy and Confidentiality:

User records and borrowing histories are confidential and will not be disclosed without proper authorization.

## Accessibility:

The library is committed to providing accessible services and resources for users with disabilities. Please contact library staff for assistance.

## Policy Review:

This policy will be reviewed annually and updated as necessary to ensure it meets the needs of all users.

## Conclusion:

By adhering to this policy, users contribute to a positive and productive library environment. It is essential for all users to familiarize themselves with the guidelines to ensure a seamless and enjoyable experience.

**ATTESTED**



**Principal**  
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