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11. No seat may be reserved. Books and personal property left unattended on desk(s) or chair(s) for more than 15 minutes will be removed without further notice and the reading place may be allocated to another user as the Librarian sees fit.
12. Authorized Users are reminded to take care of their personal belongings and the Library and the Institute will not be responsible for any loss or damage of personal belongings.
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14. Mutilation, defacing and theft of any Library items are serious disciplinary offences. Authorized Users responsible for such loss or damage will be liable to criminal charges and/or disciplinary actions by the Institute. The full replacement cost will be charged for any loss or damage caused.
15. Librarian and other staff of the Institute reserve the right to inspect bags or other personal property when the Library detection system is activated, or when any Authorized Users leave the Library.
16. Photography and video/audio recording are not allowed on Library premises without prior permission.
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18. Uploading and downloading information via Library's computers are not allowed. Librarian and other staff of the Institute have the right to remove such items without prior notice.
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