

## Rules of Library

### Rules:

- Identity Card is compulsory for getting access to the library. ☒
- Library users entering the library shall deposit their bags and other belongings at the entrance and sign in the Register at the checkpoint. ☒
- Library is not responsible for any loss of personal belongings. ☒
- Library borrower card is not transferable. Users are advised not to borrow books for others in their names. ☒
- Members shall observe silence in the library so that other users are not disturbed. ☒
- Members shall not smoke, or spit in any part of the Library. ☒ Library resources such as books, journals, etc. are costly and are often rare. They are for the benefit of not only the present but also for the future members of the library. Therefore, readers should not deface, mark, cut, mutilate or damage library resources in any way. Books borrowed should be protected from rain, dust, insects, etc. Members are responsible for any damage caused by them to the books or any other property belonging to the Library and shall be required to pay the penalty imposed upon them by the competent authority. ☒
- Before leaving the circulation counter, member should satisfy themselves as to whether the material lent to them is in sound condition. If not, they should immediately bring the matter to the knowledge of the library staff at the issue counter; otherwise, they (users) are liable to be held responsible for replacing the material or paying such compensation as fixed by the Library.
- The newspaper(s) should be folded properly after reading and kept back in the designated place. ☒
- Beverages and eatables are not allowed inside the library. ☒
- All users are requested to keep their mobiles in silent mode in the library. Use of mobile phones is strictly prohibited in the library premises. ☒
- As the library is a place of self-study and research, members should maintain an atmosphere of dignity, peace and silence within the library premises. ☒
- Members should keep the library informed of any change of address during the period of their membership. ☒
- No visitor or guest is permitted to use the library without the prior permission of the Library in-charge. ☒
- Upon any infringement of the Library rules members shall forfeit the privileges of admission and membership of the Library. ☒
- Suggestions regarding purchase of books/other materials, subscriptions, improving of library services, complaints etc., may be given to the Library in-charge. ☒
- At all times, library users will respect prevailing IPR/copyright rules for any library material issued to or downloaded by them. At any given point, only up to 20% document can be downloaded or photocopied. Cover-to-cover downloading or photocopying of any document is prohibited. ☒

- For issue of books/other reading material, the borrowers should present the same along with their Identity card to the staff at the circulation counter. Members should put his/her signature on the book card provided in the book pocket. After necessary checking, the Library staff will issue the book by stamping the due date on the due date label and return the book to the borrower. ☒
- Books should be brought physically for return and renewals. A renewal over telephonic/verbal requests/written communication is not entertained. ☒
- Borrower is fully responsible for the books/any other material borrowed in his/her account. Hence, members are advised not to sub-lend the materials borrowed from the Library. ☒
- In exceptional cases, a document may be recalled before the due date if required urgently by the library. Failure to respond promptly to such requests may lead to suspension of library privileges. ☒
- If the borrower fails to return the book(s) within a reasonable time of its due date as indicated in the recall notice/due date slip (pasted on the last page of the book), the borrower is liable to pay the applicable charges. ☒
- Members proceeding on long leave or leaving the station for any other purpose exceeding one month should return the documents that are borrowed by him/her before leaving the Institute.

#### **Periodicals and Journals:** ☒

Current issues and back volumes of periodicals/journals are not issued.

#### **Reservation:** ☒

- Books (that are issued to other members) can be reserved by filling a reservation slip at the circulation counter. ☒
- On receipt of the reserved books, the member will be communicated about its availability in the library. The member should collect such titles within 24 hours of the above communication from the library.

#### **Recovery of Books Lost by Members:**

- If a book or any of the above material is lost or mutilated beyond usable condition, the following rules will apply: ☒
  - i) The book or any of the above material has to be replaced with the same material or latest edition of that material; ☒
  - ii) Pay the cost of the latest edition of the book or any other reading material along with an additional charge of Rs. 50/- towards processing charges; ☒
  - iii) If the book/any other material is out of print or found to be of rare value, then four times the cost of the book has to be paid by the member; ☒

- iv) If a book/any other material belonging to a multi-volume set is lost, the borrower will replace the entire set at his/her own cost along with an additional charge of Rs. 50/- per volume towards processing charges;

**Clearance Certificate:**

All students/staff etc. who leave the Department must obtain a Clearance /No-dues Certificate from the Library in-charge.

**Membership Privileges:**

All the regular faculty, research scholars, students and staff members of the department of education and training.

**Borrowing Rules:**

Category	No. of Books	Loan Period
Teaching Staff	10	180 days
Non-Teaching Staff(Permanent)	2	15 days
Research Scholars	4	15 days
Other Students	3	15 days

Note: Reference titles and Journals will not be issued to any user. However, the Library in-charge may consider issuing of select titles to Faculty members. Books may be renewed up to 2 times provided there is no reservation against such titles.