

# **CENTRAL LIBRARY RULES AND REGULATIONS**

## **Membership**

Although the membership is confined to the institutional members only yet apart from our institution other individuals & institutions may also be members after payment of membership fee as under:

<b>Member Category</b>	<b>Requirement for Membership</b>	<b>Membership Fees</b>	<b>Facilities</b>
RMLIMS	I-card/Appointment Letter	Free	All Library Facilities
Individual(other than RMLIMS)	Application forwarded by the Director of RMLIMS	Rs. 1000.00 per year	Reading, Reprographic & Internet only
Other Institutions	Letter from the Head of the Organization	Rs. 10000.00 per year	Reading, Reprographic & Internet only

## **General Library Rules**

- Users are required to bring their Identity/Library card at the time of entering in the library.
- Essential commodities are to be kept at the property counter.
- At the exit gate, all users are required to produce books and items borrowed by them.
- Reservation of seats is not permitted. The library staff may remove books and other articles left at length of time on chairs and tables.
- Users are allowed for study purpose only. Unnecessary sitting and gossiping are not allowed.
- The library staff on duty has the right to request the user to leave the premises if he/she found to be violating any of the library rules.
- An announcement will be made ten minutes before closing time and all users are required to vacate the seat and exit the Library immediately.
- Official time for determining fines of overdue books will be decided according to the time determined in the computer system at the circulation counter.
- The competent authority/In-charge Library is empowered to withhold the library facilities after any infringement of Library rules.
- The Library Committee is empowered to amend the Library Rules and Regulations from time to time.
- Users are requested to switch off their mobile phones while patronizing the library.
- Consumption of food and drink are not permitted in the library.
- Smoking is totally prohibited in the library.

## **Borrowing Entitlement**

### **Loan**

Books can be borrowed out at the circulation counter. Borrowing privileges for the various categories of user are as follows:

### **Books**

- Faculty members -3 books/journals for a period of 30 days only.
- Sr. Residents/Jr. Residents/Ph.D. students - 3 books/journals for a period of 14 days only.

### **Journals / Magazine**

- Current issues of journals /magazines will not be issued.
- Bound volumes journals will be considered as one book/journal.

### **Reference Materials**

Reference materials will not be issued. However as a special case users may be allowed to borrow with the permission of the librarian.

### **Audio Visual Materials**

- All audio-visual materials are also allowed but for 2 days.
- Request to use audio-visual materials in the Library will be made to the staff on duty.

### **Thesis/Project Reports**

- Thesis/Project reports will not be issued.
- Photocopies of these project reports are not allowed.

### **Reprographic Services**

Photocopies are allowed but its limitation is only 10 pages and the charges are Rs. 1/- per side.

### **Internet Services**

Internet facility is available for academic and research purpose only.

#### **The rules of Internet usage**

- Users are allowed to use this facility only for academic & educational purpose & sitting limitation is only one hour per person per day.
- Entry is allowed after showing the Library card.
- All users are required to make LEGIBLE entry in the register kept for this purpose.
- User is NOT ALLOWED to make any change in the setting of PC, adding any executable programs, deleting files etc.
- User should not remove/damage any hardware, wire etc. or interchange keyboard, mouse etc.
- Downloading of software other than required for academic purpose is not allowed.

### **Borrowing Rules**

- Books and journals will be lent out on Library card only.
- Efforts be made to return the borrowed materials in time.
- Users are requested to borrow library materials before 15 minutes of closing hours of theLibrary.

### **Responsibility of Borrower**

- If any member could not come to the Library and wishes to borrow the materials, the Library card is needed with a authority letter of the card holder.
- Borrowers are fully responsible for the materials checked out.
- If needed any borrowed book /journal may be recalled to make its return.
- Borrowers are totally responsible for all the materials borrowed by them.
- Lost books will be replaced with the latest edition and Rs. 100/- as technical processing fees.

### **Renewals/Reservations**

- Library materials which have been borrowed may be renewed again if it is not reserved or required by the other users.
- Renewalsare allowed only five times.

### **Library Card**

The loss of Library Card has to be reported in writing to the library immediately. The duplicate Library Card will be issued within one week from the date of the report, after payment of Rs.50/-. The duplicate card will be issued on the availability of user and if original card is traced, the duplicate is required to be surrendered to the Library for cancellation.

### **Levy Policy**

Overdue library materials, including reserve materials would be levied to all categories of borrowers/users @Rs. 1 per day.

### **Note**

The misplaced books are considered as lost books therefore all the users are requested to kindly help to keep the reading materials at proper place, on the shelves after its reading in the reading room.

**Incharge Library**