

## **Library Rules and Regulation:**

For the effective functioning of the library the following general rules are practiced.

1. It is obligatory on all the students, research scholars and staff to become members of the college library.
2. The different sections of the library will remain open on working days during 9:30 am to 5:30pm
3. The library is closed on Sundays, other public holidays.
4. Books from the reference section are not allowed to take outside the library. They will be issued for use in library during working hours. The use and issue of other books from the library shall be governed by the following rules:
  - a) A library user requiring the library books may approach the staff in circulation desk to get them issued. The staff will issue the same through the automated system.
  - b) On receiving the books, users are expected to examine them and report to the library staff if any damage found therein. If they fail to do so, they will be held responsible for the damage found on returning the book.
  - c) Undergraduate students are allowed to take three books and pass graduate students may take two books at a time teaching staff are allowed to take five books at a time while non-teaching staff can borrow three at a time.
  - d) Books may be kept for 14 days by the users including students, research scholars, teaching and non-teaching staff, but this period may be shortened in particular cases. They can be renewed for a further period of 14 days if no one else has applied for the same books. The renewal shall be done by the users.
  - e) A user failing to return the book within the prescribed time will have to pay a fine of Re.  
1.00 Per day (including holidays). The users have to pay the library fine

only Sub-lending and transferring of books to another person's name are not allowed.

- f) If a book is damaged, lost or spoiled, the member will have either to pay three times the price of the latest edition of the book or supply the library with a new copy along with the fines accrued, if any. If the lost book is not available for replacement, the value of the lost book will be realized at rates regulated by the Governments
- g) All books borrowed by students must be returned before the end of the semester. Further, all the books borrowed from the library by students, research scholars and members of teaching and non-teaching staff must be returned within the first week of March every year.
- h) Issue of Non-Liability Certificates (NLC), Transfer Certificates (TC) and refund of caution deposit are done only after clearing all library dues.
- i) No book which has been prescribed as a textbook for a class shall be lent to the students during the period for which it is prescribed as textbook.

The right of entry to the Library is reserved to bonafide students, teachers, and staff of the College. Students are required to keep their Library Cards with them for inspection. All users of the library must sign the visitor's register at the time of entry.

## **MEMBERSHIP:**

Students, teachers and staff of the College are entitled to become members of the library. Library card will be issued to each member.

Ø Memberships are not transferable. A borrower shall not in any case sub lend any book borrowed from the Central Library. Every member of the Library shall be responsible for the safe custody of the Library book borrowed by him/her for study in the Reading Room or for use at home.

Members should keep the Library informed of changes of address, telephone no., class or subject of study etc. during the period of their membership. Following persons can enlist him/herself as a member in anyone of the following capacity.

**PRIVILEGES OF MEMBERS:** The various categories of members mentioned below shall be entitled to borrow the specified number of volumes from the library for the period noted against each category.

A. Faculty Members will be eligible to borrow to the maximum limit of 5 books for 30 days. Reissue 1 time.

B. students will be eligible to borrow to the maximum limit of 3 books for hon. Students and 2 books for general students.

C. Nonteaching staff will be eligible to borrow to the maximum limit of 2 books for 30 days during their fellowship.

## **LENDING/CIRCULATION:**

1. Persons eligible to be members under “Central Library rule” have to apply for membership in the prescribed forms available in the Registration Section of the Library and get their names registered as members on submitting required documents. Membership card(s) will be issued to the Library members.

2. Members should satisfy themselves about the physical condition of the books they wish to borrow before getting them issued; otherwise they will be held responsible for any damage or mutilation noticed at the time of return.

3. Books displayed in “New Arrival” can be issued after ten days from the date of display. However, those books can be consulted within the library only.

4. Books for return are to be deposited at the counter at least 15 minutes before closing of the lending hours.

5. Members may reserve materials that have already been checked out. Whenever the material on demand becomes available, notice will be served and the same will be issued as per sequence of the demand list.

6. A member cannot reserve more than two library resources at a time.

7. Books on loan to members may be recalled by the Librarian at any time if necessary.

8. A member may register a demand for any book which is out on loan, and the same will be issued to a member according to the priority of demand.

9. A book may be reissued maximum for one times to the borrower if there is no demand for it/the document is already overdue.

10. Books should not be kept beyond the date marked on the due date-slip. If any student fails to return the book, within due date a fine of Rupees One (Rs.1/-) per day for first 15 days, Rupees two (Rs.2/-) per day for next seven days would be charged.

11. Subject to the permission of the Librarian a non-lending book may be issued overnight.

12. Documents issued against day issue register should not be taken outside the College premises.

13. Notice for overdue books will be sent to the members other than students. If such books are not returned after receipt of the reminder, such members will be debarred from borrowing any more book or books till all overdue books are returned to the Library. A notice mentioning the defaulters' name will be hung up in the notice board and copy of the same will be sent to the competent authority. Overdue notice to students will be hung up in the Library notice board.

14. Rare books, Reference books, books in constant demand, books reserved for binding, damaged books, current and back issues of periodicals, books in reading rooms and manuscripts are not to be lent out.

15. All users have to show the issued documents at the gate/check point before leaving the library.

16. Librarian, who issue books through issue-registers, should sign the issue/return column during issue/return of the documents.

17. The library authority reserves the right to suspend membership of any students if not pay off the library dues/return the overdue library resources till he/she deposits the resources/amount.

### **Discipline**

Members are forbidden to remove any page/content from any document from the library. Personal belonging such as umbrellas, bags, tiffin carriers etc., are to be kept in the racks available at the entrance of library. Sleeping and indecorous behavior are prohibited inside the library.

### **LOSS OF BOOKS:**

1. Members will be responsible for the books issued on their membership card. Loss of library books/card should be informed immediately to the Librarian.

2. Persons held responsible for loss, damage, defacement or mutilation of books shall be liable to compensate in this way: i) Replace the documents by same edition or latest edition, or, ii) In case the lost book “not available in market” reimburse the price two times of the lost document at the current exchange rate in case of foreign and Indian documents respectively. ii) For any damage found at the time of returning of an issued document, the borrower has to pay a cost for the repair of the same.

3. If the damaged/lost book is part of a multi-volume set, the whole set has to be replaced.

4. Members are advised to keep their membership card in safe custody. In case of lost card members have to lodge a FIR/General Diary in nearby police station and apply for duplicate card to the University authority with a copy of the same. Students have to deposit @ Rs.50/- per card at University cash counter and submit the cash receipt to the library membership registration section for Duplicate card.

5. The member, however, will continue to be responsible for any loss which the library may suffer through the misuse of a lost membership card.

6. Security deposit is refundable without interest only if no damage is caused to any library resources.

#### **CLEARANCE CERTIFICATE:**

1. Membership card is the property of the Library. A student must return books/cards latest within 3 days of the conduct of last examination, it is the responsibility of every user to return all books, settle all Library dues (if any), and also get a No-dues Clearance Certificate from the Librarian.

2. At the time of getting their Library clearance, members are required to bring their membership Card as well as “seminar library clearance certificate” from the HOD/In-charge of the Departmental library.

3. The Clearance Certificate must be shown to claim Security Deposit.

### **E-RESOURCE USAGE POLICY:**

1. Electronic resources such as NLIST. Made available by the Central Library of Raja Peary Mohan College is governed by license agreements that limit their use to Library for academic use.

2. Each user is responsible for ensuring that he or she uses these products only for non-commercial, educational, scholarly or research use without systematically downloading, distributing, or retaining indefinitely substantial portions of information.

3. These resources can be searched and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited.

4. Use of robots, spiders or intelligent agents to access, search and/or systematically download from these resources is also prohibited.

5. Please be aware that systematic downloading will cause the publisher to block to the entire community of users (Central Library) accessing these resources.

### **USE OF COMPUTERS/LAPTOPS ETC:**

1. Computer in the library premises should be used for academic purposes only.

2. Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.

3. Playing games on computers is strictly prohibited in the entire Library premises.

4. Readers must carry their Library Membership card while using the Digital Library. They must show their ID card on demand.

5. Readers should not to share their Internet access ID and Password with other students.

6. Changing the settings and display of the computers kept in the Library is not permitted.

7. Use of laptops in the cubical systems where computers are already installed is not permitted.

8. Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.

9. Personal keyboard, mouse, Pen drive etc. are not allowed inside the Library. Students must take care of their own Pen drives, CD/DVD ROMs, mobiles and wallets etc.

#### **GENERAL READING ROOM:**

1. The right to use General Reading Hall is exclusively reserved for bonafide members of Raja Peary Mohan College, Central Library.

2. Members should produce their Library card at the entrance.

3. Members should not use their mobile phone inside the reading hall.

4. The seats are to be used/ occupied on the first come first served basis.

5. Capturing/reserving seats for friend's/future use is strictly prohibited. Other students may remove the bags and books if these are left unattended on the tables.

6. Readers should not scribble on table tops or damage them.

7. Readers should not clutter the table with heaps of books and other reading material.

#### **GENERAL RULES:**

1. Readers should observe strict silence inside the Library.



2. Use of Mobile phones is not permitted inside the Library premises.
3. Users are not allowed to carry eatables/drinks inside the Library premises.
4. Readers are allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Library with permission of the Librarian.
5. Personal belongings like bags umbrella, water bottle etc. should be deposited at the Property Counter. These are not allowed inside the Library.
6. Readers are advised not to leave their valuable items like money, passport, credit card etc. at the Property Counter.
7. Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
8. Library resources taken from the stacks should not be re-shelved by the users.
9. Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
10. Users should not rest or keep their feet on tables, chairs, shelves, etc.
11. The library shall not be responsible for any loss or damage of the personal belongings of the users.
12. The Librarian reserves the right to suspend the membership of any students misbehaving with the library staff or with any other member or otherwise fail to comply with these rules and regulations.