

NERIE-NCERT
LIBRARY RULES AND REGULATIONS

Library membership

- To become a member, an applicant must fill out the registration form and submit it through proper channel (Dean of Instruction) to the library.
- The Library is primarily for the use of students, faculty, officers, non-teaching employees and technical staff and restricted to registered library members only.

General rules

- A book borrowed from the Library may be renewed for a further period provided no other reader has reserved the same.
 - Loose issues and bound volumes of periodicals, magazines and reference books are not for issue.
 - A book will only be issued/renewed to a Library member against production of Borrower's ID Card issued by the Library (In person).
 - The Borrower's ID Cards of Students will remain valid for the period mentioned on the Borrower's ID Cards and must be renewed in time.
 - Library members are responsible for the safe custody of the Borrower's ID Cards issued to them, failing which a penalty of Rs.50.00 will be imposed.
 - Library Borrower's ID Cards are not transferable.
 - Loss of Library Borrower's ID Card should be reported to the Library immediately along with an application for the lost card.
 - Duplicate Library Borrower's ID Cards will be issued after one week from the date of application.
 - Tampering with the entries/records on the Library books can render library membership liable to suspension.
 - The loss of the books may be intimated at the earliest possible by the borrower. In case of loss of books, the borrower is required to replace the book. If the book is not available in the market prevailing the cost of the book (s) +25% of the cost as library surcharge has to be paid.
 - A fine of Rs. 5.00/- per day will be collected for a general book kept beyond the due date from students.
 - Library members must not remove or attempt to take library materials, equipment or property without proper checkout or Library authorization.
 - While there is open access to the Book Stacks, under special circumstances, certain sections may be declared as closed stacks. The Assistant at the enquiry desk may be consulted if a member wants to obtain any book shelves from these closed sections
 - The Counter for the issue of books shall be Opened and closed 30 minutes before and after the opening and closing time of the Library.
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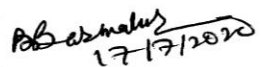
Duties of library users

- Library members must not mutilate library materials by marking, underlining, removing pages or portions of pages, removing binding or in any other way damage or deface library materials.
- Any damage or missing pages detected in a book must be reported to the staff before borrowing the same, failing which the borrower shall be held responsible for the damage/mutilation.
- Members leaving the library should stop at the exit so that the books borrowed or materials taken out of the library by them may be checked by the Library Staff.
- The Library membership of any member found tearing pages or caught while attempting to steal books will be suspended forthwith from using the library facilities and further disciplinary action will be initiated by the Institute.
- Members are instructed not to bring casual visitors/friends or outsiders for using the library facilities without the prior permission of the authority.
- The library shall not be held responsible for the loss or damage to user' s belongings.
- The library strictly maintains “No food/drinks” policy.
- Members must not cause any disturbance or engage in any behaviour which interferes with Library activities. Proscribed behaviour includes verbal abuse, threats of violence, sexual harassment, or use of aggressive words to harass any person.
- Silence and discipline should be maintained in the library.

Loan period

| Sl. NO | Category | Number of books | No of days |
|--------|----------|-----------------|------------|
| 1. | Faculty | 10 | 30 |
| 2 | Staff | 2 | 7 |
| 3 | Students | 2 | 7 |


(Dean of Instruction)


(Principal)