

NERIE- NCERT

LIBRARY RULES AND REGULATIONS

A. Library membership

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

B. General Rules

- Loose issues and bound volumes of periodicals, magazine and reference books are not for issue.
- Library members are responsible for the safe custody of the Borrower 's ID Cards issued to them, failing which a penalty of Rs. 50/- 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 Card 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 book (s) 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.
- In case of loss of book (s) which were received as gratis and whose price is not known. The amount recoverable will be as under:

Pages	Publications (Indian)	Publications (Foreign)
Up to 50 pages	Rs. 50/-	Rs. 100/-
51 to 200 pages	100/-	200/-
201 to 500 pages	200 /-	400/-
501 and above	300/-	600/-

- A fine of Rs. 5/- per day will be collected for the book kept beyond the due date
- Fine will be waived for faculty members who are on leave or deputation.
- Book (s) will be renewed only once. The returned book (s) will be kept in the library racks for a period of 60 days for the other library users.
- Library members must not remove or attempt to take library materials, equipment on 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 book (s) shall be opened and closed 30 minutes before and after the opening and closing time of the library.
- Library no longer uses the manual register for circulation of book (s) since the library has been fully automated

C. 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 book (s) borrower 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.
- Members are not allowed to bring their personal book (s) inside the library. Only the stationery items (pen, pencil, notebook etc.) are allowed.
- The library shall not be held responsible or 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 behavior which interferes with Library activities. Proscribed behavior 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

D. Circulation Rules

SL. No	Category	Check out allowed	Loan Period	Renewal Allowed	Fine
1	Faculty	10 books	30 days	1 Time	Rs.5 / - per day for each book
2	Staff	2 books	7 days		
3	Students	2 books	7 days		

I/ C Library

f. L. Senar
I/C Principal
21.9.22