

NIPFP Library and Information Centre

Rules and Regulations

1. WORKING HOURS

The Library is open on all working days of the year from 9.00 a.m. to 5.30 p.m. On Thursday library is open upto 8.00 p.m. and on Saturday it is open from 10.00 a.m. to 2.30 p.m. for library users and will close at 4.00 p.m. These hours may be curtailed or extended in special circumstances by prior notice on the Notice Board.

2. MEMBERSHIP

The membership of the library is open to NIPFP employees only. Others can use the library with permission. All users entering the premises of the library are required to show, on demand, their identity cards to the Janitor at the entrance.

- a) The owner of the barcoded library card is responsible for the documents issued on his/her card
- b) It is the responsibility of every borrower to keep the barcoded library card in safe custody. If this is lost, report should be immediately made to the Librarian. Duplicate bar-coded library card can be issued on payment of Rs.100/- if this is lost or damaged.
- c) This card is not transferable

3. REPROGRAPHIC FACILITY

Photocopying facilities in the library are available at cost subject to copyright restrictions. If reader wants any pages of a document to be photocopied he/she should contact the reference desk. Except academic and research scholars with necessary certification who will be charged @ Re.0.60 paise per page, for consultants and others the photocopying charge will be Rs.2/- per page. For Institute's staff members, the charges will be Re.0.60 paise per copy of their personal work. Official work, employees to fill up the form and get it signed by competent authority. This facility will be available on working days only.

4. BORROWING RIGHTS

- i. Academic (permanent) staff members can borrow **20 books (16 books + 3 bound journals + one loose issue journal)**. Additional book will be considered in exceptional cases.
- ii. Academic (temporary) staff members (one year duration) can borrow **10 books (8+2)**
- iii. Academic (temporary) staff members (six months duration) can borrow **5 books (4+1)**
- iv. Non academic permanent staff members can borrow **5 books (4+1)**
- v. Non academic temporary staff members can borrow **3 books**
- vi. Bound journals can be taken on loan for **3 days only**
- vii. Reference books and loose journals can be taken on loan for **over night only**
- viii. If book required for a longer period than permitted it can be re-issued for further period, if there is no call for it.
- ix. All books should be returned to library before going on long leave (**i.e., for a month or so**) and on tour etc.

- x. Sending of reminder is not obligatory for the library
- xi. No reader shall take a book or journal or any other material out of the library without having it properly issued to him.

5. FINE POLICY

Bound Journals	:	Issued for three days. Fine after due date – Re.1/- per day
Reference books and Journals	:	Overnight issue – Re. 1/- per day
General Books	:	Issued for 2 months. After one week Grace on due date Rs.2/- per week

6. COST OF DAMAGED BOOKS AND PERIODICALS

- (i) If any book or periodical is damaged or lost by the borrower he/she will either replace it or pay its cost. It will have to be replaced by a new book or periodical of the same or later edition, at his/her cost. If the book/periodical is not available then photocopy and binding charges may be charged from the persons who has lost it.
- (ii) The price of a rare/out of print book will be determined by the Competent authority and it shall be paid by the person responsible for the damage or loss of the book/periodicals.
- (iii) If a volume from a multi-volume set is lost or damaged the price of the whole set will be charged, unless the volume of the set lost can be obtained separately, in which case the cost of the particular volume alone will be recovered.

7. INTER-LIBRARY LOAN

No library is self-sufficient in itself. Every library has to augment its collection by borrowing from other libraries. To borrow from other library is known as “Inter-Library Loan Service.” The Library will endeavour to borrow a publication from another library, if the same is not available in the library. If the same is not returned within the specified time (**one week**) further facilities are likely to be denied. In case of loss, the borrower will have to pay the “replacement cost” fixed by the lending library.

8. GENERAL INSTRUCTIONS

- (i) Every reader entering the library should sign in the visitor’s register kept for the purpose at the entrance gate of the library.
- (ii) Personal books are not allowed in the library but in certain cases with the permission of the Librarian, books may be taken in.
- (iii) Writing or making any kind of mark in a book or a periodical is strictly forbidden.
- (iv) Cutting or tearing of any photo or page from any publication is strictly prohibited.

- (v) Smoking or eating is not permitted in the library Reading Hall and stacking section.
- (vi) Avoid talking loudly or unnecessarily in the library.
- (vii) Readers are not allowed to take their belongings inside the library. They should keep their belongings at the property counter except money bag and cell phone. Cell phones should be switched off inside the library so as not to disturb other users.
- (viii) All articles being taken out of the library are subject to inspection at the exit gate.

9. DISCIPLINE

- (i) All readers are required to observe discipline in the library, and adhere strictly to its rules and regulations.
- (ii) The Librarian is authorized to terminate the membership of any borrower if he/she is found guilty of misbehavior.
- (iii) Behave with the staff nicely in order to get good and quick service from them.