

RULES AND REGULATIONS OF CENTRAL LIBRARY USERS

NIT PUDUCHERRY

The Central Library of NIT Puducherry is a part of academic system whose primary function is not only to serve students, researchers, faculty and staff but also to create a conducive environment for education, research and innovation.

The Central Library started functional since 2010, at present, the library holds around 4520 collection of books and more than 15 number periodicals and also we are subscribing a good collection of e-journals. Many functions of the library are manually operated and will be automated soon. In order to enrich, empower and control over the library system, resources and services, certain rules and regulations of the library are framed below for smooth functioning of the library.

1. Membership

The membership of the library is open to all users (students, research scholars, faculties, guest/visiting faculties and staffs).

2. Library Timing

Monday to Friday	08.30 A.M. to 08.00 P.M.
Saturday	08.30 A.M. to 04.30 P.M.

* It may be altered or changed with change in academic timing of the institute.

3. Circulation Timing

Circulation section is kept open from 09.00 a.m. to 05.30 p.m. (Monday to Friday) & 09.00 a.m. to 04.00 p.m. (Saturdays) for transacting books (issue/return/renewal/reservation).

4. Borrowing Privileges

Books and certain other documents held by the library, may be issued to the members as per their eligibility as given listed below;-

Sl. No.	User Category	No. of Books issued	Duration
1.	Faculty/Guest Faculty/Officer	10	6 months/one semester
2.	Research Scholar (Ph. D.)	5	30 days
3.	Student (M. Tech/B. Tech)	2	15 days
4.	Staff	2	30 days

- a. Library entry will be allowed for students with a valid ID Card. Books will not be issued to those who do not have valid ID card and Library card.
- b. Books due on holiday should be returned the next morning, and no fine will be collected for it.

- c. The borrowers are requested to check the books thoroughly before checkout. Any damage found in it must be brought to the Librarian's notice. Last borrower is responsible for any kind of damage of lent items.
- d. Immediately after issue of a book, the member is requested to take the book out of the library, and not to bring back except for returning/renewal purposes.
- e. Members proceeding on long leave or vacation, on deputation, or completion of tenure should return all documents borrowed by them.

5. Overdue Fine

Borrowed documents must be returned/ renewed on or before the due date. In case of documents being overdue, borrowers have to pay fine as stated below:

Days from the Due date	Fine amount per day
16 - 22	Rs. 1/- per day
23 - 45	Rs. 7/- per day
45 - 60	Rs. 7/- per day, and membership will be temporarily suspended till the book is returned
Beyond 60	The library will consider that the book is lost by the borrower, and action shall be initiated to recover the cost of the document as per the prevailing rules, along with fine of Rs. 7/- per day, and the suspension of membership.

- a. Calculation of fine will be applicable to all categories of members in a uniform manner.
- b. The total amount of the fine amount collected in one semester will be deposited to the institute account at the end of the semester.
- c. Fine rates would be revised time to time if necessary, and would be intimated.

6. Renewal of books

- a. Books may be renewed on the last day as per issue provided there is no advance reservation for the same.
- b. Renewal is permissible only to borrower in-person with the borrowed document.

7. Reservation for issue of documents

Members can reserve documents, if the same is in issue. The reservations will be in queue.

8. Reference Books

- a. Reference books /Journals / Periodicals / Magazines / Dictionaries / Yearbooks / Manuals / Guides / Atlases / Thesis /Dissertations / Project reports / CDs are not lent out of the library. These should be read and referred in the library only.
- b. Reference collection is not to be issued. In case of quick reference, particular reference book may be issued for overnight by filling the form of "Request for Reference Book".

- c. The books and journals for overnight loan should be returned on the next day by 2.00 PM, after that fine will be collected as per twice of overdue fine schedule.

9. Replacement of books

- a. If the user loses a book, he/she has to return the exact/latest edition of the book to the library with admissible fines. Or else pay twice the cost of the book + processing cost of Rs. 100/- or the current cost of the book, whichever is higher.
- b. If the user loses one volume of a multi-volume set and is unable to replace the lost volume, He/she has to pay for the entire set of volumes with admissible fines.
- c. In case out of print books, the price of the book shall be the money actually paid by the library at the time of purchase. In case of foreign books, the price paid will be calculated in foreign currency and converted to Indian rupees at current rate of conversion. If the user chooses to replace the book (out of print) by a second hand original print copy (not photocopy materials), the library may accept it or at the discretion of the librarian considering the condition of the book.

10. General Instructions

- a. Readers should observe strict silence inside the library.
- b. Right of the entry to the library is reserved to students, faculties and staff of the institution only.
- c. All users/readers must make entry in the "Gate Entry Register" at the time of entry as well as exit.
- d. Use of mobile phones in the Library is prohibited. Mobile phones should be kept on silent mode or should be switched off.
- e. Users are not allowed to bring their personal books or printed material (spiral/bound book etc.) inside the library.
- f. Users are not allowed to carry eatables/drinks inside the library.
- g. While entering the library, personal bags, handbags, briefcases, raincoats, umbrellas and other belongings are not permitted to be brought inside the library.
- h. Notebooks, Laptops are strictly not allowed inside the library. However, with the permission of the librarian, it may be permitted for specific reference work with library books.
- i. Readers should not talk or discuss as they may disturb other readers. Reading area meant for individual study and research only.
- j. Books or other material taken from the stacks should not be re-shelved by the users. Books should be left on the reading table after use.

- k.** Library resources are valuable and are meant for generations of students admitted to NIT Puducherry, and therefore need to be preserved. Marking with pen/pencil, scratching, damaging, mutilating, stealing library materials or property will invite disciplinary action against the defaulters.
- l.** The loss of library book or any other reading material should be reported to the Library Staff immediately
- m.** Books/Journals will not be issued to Trainees/Guests/Visitors or those who are not a member of the library.
- n.** Library accepts donations of manuscripts, books and journals etc. in good conditions only, which are found useful to other users.
- o.** On emergency grounds, and upon the discretion of the librarian, photocopying service can be provided in the library (for library documents only) on payment basis. The charges would be only 50 paise per page (one side) and 1 Rupee per page (Both side). This service allows fair use of documents without violation of the copyright act.
- p.** The users are responsible for keeping their personal belongings safely, and the library will not be responsible for any loss of the items.
- q.** Under special circumstances, the Librarian may refuse the issue of books, or recall the books already issued from any member without assigning any reason thereof.
- r.** The librarian reserved the right to suspend the membership of any member, if the user is:
 - 1. Found misbehaving with the library staff, or failing to comply with the rules and regulations of the library.
 - 2. Or, in case of inappropriate conduct within the library.
- s.** The library rules may be altered or amended and new rules may be added to the existing one from time to time, which would be intimated.