

# NORTH GAUHATI COLLEGE LIBRARY

NORTH GAUHATI COLLEGE

COLLEGE NAGAR, ABHOYAPUR

GUWAHATI – 781031

## RULES AND REGULATIONS GOVERNING THE USE OF THE NORTH GAUHATI COLLEGE LIBRARY

### 1.0 OPENING AND CLOSING OF THE LIBRARY:

- 1.1 The Library will remain open from 9.00 a. m. to 4.00 p.m. on all working days.
- 1.2 The issue counter will be opened at 9.30 a. m. and will be closed half an hour before the closing of the Library i.e. 3.30 p. m.
- 1.3 These times may be curtailed or extended on special circumstances by prior notice on the notice board.

### 2.0 PERSONS ENTITLED TO USE THE LIBRARY:

The following persons are permitted to make use of the library

- 2.1 The Administrative staff
- 2.2 The members of the teaching staff
- 2.3 The regular employees of the College
- 2.4 The students of the College
- 2.5 Retired principals, teachers, librarian and other staff of  
the College with certain conditions
- 2.6 Other persons approved individually by the Librarian/Principal for academic purpose only.

### 3.0 USE OF THE BOOK STACK AND READING ROOM:

Users are required to –

- 3.1 Leave their personal belongings such as handbags, boxes, files, personal books, food items etc. At their own risks in the property counter.

3.2 Take out necessary books/reading materials for consultation from the shelves and thereafter place them on the table and not directly in the shelves.

3.3 Not to disturb the order of the books on the shelves.

3.4 It may be noted that the attendant at the counter is authorized to examine any book or other material of the reader at the gate.

#### 04 USE OF BOOKS:

4.1 Every person taking a book out of the library and any reader of the Library shall be responsible for the book and shall return it undamaged.

4.2 Any person entitled or permitted to use the Library, if found guilty of mutilating or disfiguring or diffecting by writing in the margin, underlining sentences, marking passages or in any other way, or of losing a book, periodical, map or chart or other property belonging to the Library, shall be required to replace such books, other property damaged or defaced. If the book is one of the set or series and the volumes cannot be obtained singly, the whole set or series must be replaced at the readers cost. If replacement is not possible, **four times of the cost price** will be charged. Further he / she may be find and / or deprived of the privileges of the Library and the action to be taken will be decided by the Library Committee / Principal.

4.3 Any person entitled to use the Library, if found guilty of mutilation or damaging any book or journal of the Library, which is rare or irreplaceable, will be liable to serve punishment to be decided by the Library Committee / Principal.

4.4 No tracing or mechanical reproduction of any book, map or manuscript shall be made without the expressed permission of the Librarian.

4.5 Book issued to members arenon-transferable without prior permission of the Librarian.

4.6 No book(s) shall be issued on loan, which in the opinion of the Librarian, is not in a condition to be handled by the borrower.

#### 5.0 CONDITION OF LOAN

5.1 No document forming part of the Rare Book Collection, Reference Collection, Back Volume Collection, Periodical Collection or any book valuable for its illustrations or any manuscript or thesis, will be lent out from Library to any Reader.

5.2 Books, which are selected by the Librarian as valuable on account of their rarity or as belonging to a series or being out of print, as difficult or impossible to be replaced if lost or as books required for constant reference, shall not be issued.

5.3 Subject to the exception specified above, the rules 3.0 and 4.6, eligible persons may borrow from the Library such books as they may require on the following conditions:

5.3.1 **Professors** will be entitled to take out **15 (fifteen)** books at a time for **one academic sessions**.

5.3.2 **Part-time and Guest Lecturers** will be entitled to take out **5 (five)** books at a time for **15 (fifteen) days** with a **surety signature of HOD** of the concerned Department and

finally with a forwarding from the PRINCIPAL. He / She has to take clearance from the Librarian on expiry of his / her term for **final payment**.

5.3.3 **Teachers** of the College working on approved **UGC project / Scheme** will be entitled to get **10 books** at a time for **6 months** with recommendation from the Principal.

5.3.4 The Teachers doing research for **Ph. D. degree** will be entitled to get **5** more books for a period of **6 months** only.

5.3.5 **Regular employees** of the College will be entitled to get **5** books at a time for **one academic session**.

5.3.6 **Retired teachers / staff** of the College are not entitled to get books from the Library but may consult books / documents in the Library.

5.3.7 Under special circumstances the persons enumerated in 5.3.1 – 5.3.5 above may take out more than the prescribed number of Volumes (the term “volume” shall include pamphlets and parts of works separately shown) with the sanction of the Librarian against certain reasons.

5.3.8 The members mentioned above in 5.3.1 to 5.3.5 should be required to produce a Library clearance certificate for getting their release order and last pay.

5.3.9 No books shall be issued and delivered except to the authorized borrower in person.

5.3.10 A book returned to the Library may be re-issued to the same provided no other person has applied to the Librarian for the book. If such application has been made, the original borrower may not take out the book.

5.3.11 Journals / Magazines may be issued to the teaching and non teaching staff of the College for a period of 3 days only.

5.4 No book shall be issued to any one from the Library unless a signed receipt on the Day Book Register from the person concerned is obtained.

5.5 Reader should carefully examine the books issued to them before leaving the Library Counter. They shall have to bring immediately to the notice of the Librarian on any damage or mutilation of the book issued. Otherwise the borrower will be held responsible for any damage or mutilation and is required to replace it.

5.6 The Librarian may recall any book from a borrower at any time if required.

5.7 A lavy of Rs.1.00 (Rupee one) only per day per book shall be imposed, if books are not returned within the period specified in 5.3.1 to 5.3.5 of Rule 5.3 and will not be allowed to take out any more books from the Library until the fine is paid.

#### 5.8 FOR STUDENTS OF THE COLLEGE

5.8.1 The students studying in the different Departments / Streams of the College will be entitled to borrow **two books at a time for use at home for 15 days** only. Degree students

having **Major / Honours subject will get three books at a time for 15 days**. They shall for this purpose be provided with Borrower's Card which will be issued against deposit of Library Registration fee, Library Caution Money and on their filling up a prescribed application form (available in the Librarian's Office). **Late application for Library borrower's card** may lead to imposing a **late fine of Rs. 40.00** (Rupees forty) only.

5.8.2 The borrower's card and the Identity card will be tenable for one academic year only and shall be strictly non-transferable.

5.8.3 Books will be issued on production of College Identity Card and Borrower's card only.

5.8.4 A student **losing his / her Borrower's Card** must immediately report to the Librarian. He / She may be entitled to get a duplicate card on payment of Rs.50/= only per card and his/ her undertaking not to use two cards (original if found and duplicate issued). Failing to comply with this rule he / she shall be debarred from utilizing the Library resources.

5.8.5 Books must be returned on or before 15 days from the date of issue. When required for a long time, they may on return, be re-issued if not wanted by any other reader.

5.8.6 Any student retaining a book beyond the time allowed, shall have to pay an overdue fine of Rs. 1.00 per day until the book is returned and will not be allowed to take out any more books until the fine is paid.

5.8.7 Student may be allowed to borrow book (s) for the **period of vacation**. The book (s) issued to them shall have to be returned by them **within three days after the vacation**, failing which an overdue charge of Rs.1.00 be levied from the day the vacation ends. For the books not issued for vacation period or due before vacation or during vacation, the overdue charge will be levied for the entire overdue period.

5.8.8 At the end of the academic year, all books along with the Borrower's Card must be returned to the library to get Clearance Certificate.

5.8.9 A student will not be entitled to get his / her Admit Card of Council or any University Exam. Unless he / she obtains a Clearance Certificate from the Librarian.

5.8.10 The caution deposit will be entitled to the borrower within a period of one year from the date of final examination is over on application in writing to the Librarian, subject to the condition that:

- i. The borrower no longer wishes to borrow and has returned in good condition the book standing in his / her name.
- ii. He / she has paid in full any fines imposed for non-return of books within the stipulated period ; and
- iii. He / she returns the Borrowers Card and Identity Card issued to him / her if not deposited earlier.

5.8.11 When the students have any complaint about the Library Service they should not enter into any argument with the library staff, but bring it to the notice of the Librarian in writing.

## 6.0 OTHER GENERAL RULES

6.1 A student shall produce his / her cards (Borrower's / Identity) at the gate while entering into the Library & write his / her name and Borrower's card No. in the Register provided for the purpose...

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