

LIBRARY RULES

- I. Preamble:** Aims and objectives of the Library Rules are to enable the Desharatna Dr Rajendra Prasad Central library to carry out its function as efficiently as possible and to safeguard the common interest of all library users/readers. These Rules have the force of Regulations for Conduct.
- II. Title:** Following set of rules, framed by NNM within its Bye-Laws, recommended by the Library Committee and approved by its Board of Management, shall be called the Rules of the Desharatna Dr Rajendra Prasad Central Library of Nava Nalanda Mahavihara Deemed University, Nalanda or NNM Library Rules, in short.
- III. Commencement:** The rules shall come into effect from the date; it is approved by the Board of Management.

1. Constitution of the Library Committee

- 1.1 The management of the University Library shall be vested in a Library Committee, consisting of :
 - i. The Vice-Chancellor,
 - ii. The Registrar,
 - iii. All Heads of Departments,
 - iv. Two External Experts in the field of Library & Information Science, recommended by the Vice-Chancellor,
 - v. Librarian.
- 1.2 Library Committee may co-opt such faculties as may be necessary time to time.
- 1.3 The Librarian shall be the Member Secretary of the Committee.
- 1.4 Seven members shall form a quorum for the meeting of the Committee.
- 1.5 Library Committee shall meet at least once in a year and as often as may be necessary at the discretion of the VC.

- 1.6 The Secretary shall issue Agenda of the Library Committee at least one week before the date of the ordinary meeting. In special meetings, the period of notice will be 24 hours.
- 1.7 The function of the Library Committee will be:
 - i. To prepare the Annual Budget, Supplementary Budget and Revised Budget of the Library as may be necessary from time to time.
 - ii. To recommend appointment of employees of the library other than Librarian, Deputy Librarian and Assistant Librarian to the NNM Board of Management on the basis of the Report of Selection Committee constituted for the purpose by the Library Committee.
 - iii. To frame rules for the management of the library.
 - iv. To prepare Annual Report of the library.
 - v. To take such measures for proper functioning of the library, as may deem fit.

2. Access

- 2.1 Library will be accessible to all its members. However Casual Visitors/Research Scholars may access/use the library with due permission of the competent authority.
- 2.2 Library Opening Hours and Holidays will be determined by the Library Committee. These may be changed on time to time and notice of any alteration will be given in the library.
- 2.3 Library users must leave library by the advertised closing time.

3. Membership

- 3.1 Following persons will be eligible to get membership of the library
 - i. Members of any of the statutory body of the NNM as may be constituted by its Board of Management;
 - ii. Members of Teaching Faculties;
 - iii. Members of Regular Staff;
 - iv. Regular Students formally admitted to a course of study of the University leading to a Degree, Diploma or Certificate;

v. Casual members like retired teaching and non-teaching staff of NNM and other visiting scholars whose applications have been approved by the competent authority.

3.2 Thus only NNM Students, Researchers, Faculty and Staff as registered members are allowed to use the Library.

3.3 The ex-faculty/staff members may be enrolled as library members against a refundable Security Deposit of Rs. 1000/- and a non-refundable Membership fee of Rs. 500/-.

3.4 Some eminent academicians/scholars and other dignitaries may also be enrolled as library members against a refundable Security Deposit of Rs. 1000/- and a non-refundable Membership fee of Rs. 500/-.

3.5 Bona-fide students of NNM may get library membership against duly filled application form obtainable on production of their Admission Fee Receipt of the current session.

4. Loan Privilege

4.1 Library members will be issued books for fifteen days except textbooks which will be issued for one week only.

4.2 Books in demand may not be renewed.

4.3 Library reserves the right to recall any issued book even before the due date.

4.4 The materials such as manuscripts, rare books, theses, dissertations, loose issues of periodicals, reference books etc. shall not be issued.

4.5 Readers/borrowers are responsible for books issued against their names.

4.6 Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.

5. Borrower's Tickets

5.1 Library members will have privilege to borrow books against Borrower's Tickets, issued to them as under:

i. Faculty members	10 Books
ii. Research Scholars	05 Books
iii. Students & all other members	02 Books

6. Due date of Return

- 6.1 Any book issued shall be returned on the date stamped at last on the book label/card or on the date before the closing of the University for autumn or summer vacations whichever is earlier.
- 6.2 In case, the due date falling on a day the library is closed the next working day shall be taken as the due date.
- 6.3 Books loaned out may be called back by the Library at any time, during the loan period, due to some unforeseen situation.
- 6.4 Books already issued can be reserved on the prescribed reservation card and the concerned member shall be intimated of the availability of the reserved book(s) which should be got issued within three days of the date indicated failing which it will be issued to other or returned to shelves.
- 6.5 Period of loan for books much in demand may be reduced as indicated by the return date stamped in red.

7. Overdue charges

- 7.1 Overdue fine of Rs. 1/- per day shall be levied for each book not returned on due date.
- 7.2 Books over-due for more than a week, the borrowing privileges of the ticket(s) shall remain suspended for the loan period of the ticket(s).
- 7.3 If a member neglects to return the issued book(s) more than three times, the member's privileges to use the ticket or tickets shall remain suspended for the rest of the session.
- 7.4 If such negligence be repeated in the next session, further renewal of membership shall not be considered for a session..
- 7.5 Membership shall be suspended for repeated delay in returning the books.

8. Loss of loaned document

- 8.1 Any issued document lost by any member shall be required to be replaced by the member with another copy of the same document provided the copy is found acceptable to the library.
- 8.2 If a lost document could not be replaced by another copy of the same document, steps will be taken to recover the replacement cost from the member concerned as indicated below:

S.N.	Types of Publications/Books	Cost to be recovered
1.	Indian books/publications published during last five years	Current price + 50%
2.	Indian books/publications published more than five years back.	Double of the current price.
3.	Indian books/publications which is out of print	10 times of the original price or as decided by the competent authority, whichever will be greater.
4.	Foreign books/publications published during last five years	Double of the current price.
5.	Foreign books/publications published more than five years back	3 times the current price
6.	Foreign books/publications which is out of print	10 times of the original price or as decided by the competent authority, whichever will be greater.

9. Reprography

9.1 Photocopy of periodical articles and parts of books shall be made available to the readers at a nominal rate of Rs. 1/- per exposor for the use of academic and research purpose only.

10. General rules

- i. Readers should observe strict silence inside the Library.
- ii. Use of Mobile phones is not permitted inside the Library premises.
- iii. Users are not allowed to carry eatables/drinks inside the Library premises.

- iv. Library membership card is non-transferable.
- v. Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Library.
- vi. Personal belongings like bags (laptop, shoulder, sling), umbrellas, etc. should be deposited at the Property Counter against a token. These are not allowed inside the Library.
- vii. In case the property counter token is lost, the deposited article may be claimed with proper identification after producing a written request.
- viii. Readers are advised not to leave their valuable items like money, passport, credit card etc. at the Property Counter.
- ix. Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
- x. Readers should not carry books from one floor to another and should leave the books on the reading table after consulting.
- xi. Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
- xii. Users should not rest or keep their feet on tables, chairs, shelves, etc.
- xiii. The library shall not be responsible for any loss or damage of the personal belongings of the users.
- xiv. The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.

11. Revision/Updating of Library Rules

11.1 Library Rules are subject to revision/updating on time to time without assigning any reason. The library committee, whenever it is deemed necessary may recommend, to the **Board of Management**, amendment of any article or chapter or replacement of the Rules. For latest Library Rules and Regulations, NNM website may please be checked.