

# NIT MIZORAM

## Library Rules & Regulations

The Library is primarily meant for bonafide students, faculty & members of the staff of NIT MIZORAM. The outsiders from other university/ institution may be allowed only with the written prior permission of the Director for a limited period. They shall, however, have to consult the documents within the premises of the library.

### I. LIBRARY TIMINGS:

**Library will be opened on:** Monday - Friday

**Library will remain CLOSED on:** Holidays

**Circulation Timings (Issue/Return):** 9:30 am to 5:00 pm (Monday - Friday)

The timings and days of operation shall undergo changes.

### II. MEMBERSHIP:

**1. Permanent Member:** All permanent staff members of NIT Mizoram.

**2. Temporary Member:** All temporary/contractual staff member of NIT Mizoram

Filled in application in prescribed form duly forwarded by the head of the respective unit (in case of staff) along with two recent photographs (passport size) shall be submitted to the Library. Membership is granted on the express understanding that they legally bind themselves to return all documents issued to them on their own and obtain a '**No-dues Certificate**' at the time of termination of their membership.

### III. DOCUMENT ISSUE:

- Privileges of members in respect of borrowing documents are given below:

<b>Borrowers</b>	<b>No. of Documents Entitled</b>	<b>Loan Period</b>
Academic Staff	5 (Research purpose) 5 (Teaching purpose)	1 Month 1 Semester
Non-Academic Staff	5	1 Month
Students	5	21 days
Visiting faculty	2 (Teaching purpose)	2 Months

1. An over-due charge of Re. 1.00 per day shall be charged against each book/document not returned within the due date and Rs. 2.00 per day after delay of 1 month.
2. A document issued may be renewed up to 1 (one) time provided there is no reservation against it.
3. A document may be recalled before the due date if required urgently in the Library. Failure to respond promptly may lead to suspension of library privileges.

4. Members proceeding on long leave or on deputation etc. exceeding three months should return the documents that are borrowed.
5. Certain documents are intended to be used only in the library premises. These include reference books, current & bound periodicals etc.
6. Borrowers are responsible for the documents they borrow. Documents lost, torn or damaged (tearing of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including suspension of membership and/or replacement of documents concern. The lost/damaged document shall be replaced by the borrower with latest edition (HB or PB as the case be) else current price of the book plus an additional charge of 20% of the price for the documents published abroad and 10% for the documents published in India. If the damaged document belongs to a set, then the user is responsible for the entire set.
7. In special cases the Asst. Librarian may authorize the issue of any document, mentioned under the rule 5 above, to a library member.
8. If a document is not returned within 30 days of its due date, it shall be treated as lost and action shall be initiated to recover the cost of the document as per the prevailing rules. No lost document shall be accepted once the recovery is made.
9. While leaving the library, user should ensure that they carry only those books that are duly issued on their names, otherwise disciplinary action will be taken against them.

#### **IV. GENERAL RULES:**

1. Readers and visitors are requested not to bring their belongings in the library.
2. Users are requested to leave the books/documents on the reading table after consultation.
3. No document issued should be brought to the library unless for returning.
4. Users are responsible for complying with copyright act while photocopying library documents.
5. Improper use of library facilities by a member will lead to the suspension/termination of his/ her membership.
6. Silence and strict discipline should be maintained in the library by all users and the library staff. Every one shall ensure that no reader should feel disturbed in their study by any act of his/her.
7. Smoking and use of mobile phones are strictly prohibited inside library premises. If found, the membership as well the use of library facilities may be suspended.
8. Eatables are strictly prohibited inside the Library. Utmost care shall be taken by all to keep the library clean.
9. The library rules and regulations shall be modified from time to time and shall be binding on all concerned.

Director  
NIT, Mizoram