

NIT MIZORAM

Library Rules & Regulations

The library is primarily meant for bonafide students, faculty, officers and staff of NIT MIZORAM. Outsiders from other university/ institution may be allowed only with the written prior permission of the competent authority 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 (9:00AM – 8:00 PM)

Library will remain CLOSED on: Holidays

Circulation Timings (Issue/Return): 09:30 am to 05:00 pm (Monday - Friday)

The timings and days of operation shall undergo changes.

II. MEMBERSHIP:

1. Permanent Member: Faculty, Officers & Staff members of NIT Mizoram.

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

A filled declaration in the prescribed format along with a Xerox copy of the Institute ID Card 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:

Borrowers	No. of Documents Entitled	Loan Period
Academic Staff	10	1 Semester
Non-Academic Staff	5	1 Month
Students	5	20+10 = 30 days
Visiting/Temporary faculty	5	5 Months

1. ID card is mandatory. Members must provide ID cards at the time of issue and return.
2. An over-due charge of Rs. 3.00 per day shall be charged against each book/document not returned within the due date.
3. A document issued can be renewed on request up to 1 (one) time for a period of 10 days against the availability of unissued documents, provided there is no reservation against it.
4. 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.
5. Members proceeding on long leave or on deputation etc. exceeding three months should return the documents that are borrowed.
6. Certain documents are intended to be used only in the library premises. These include reference books, current & bound periodicals etc.
7. 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.
8. In special cases the Asst. Librarian may authorize the issue of any document, mentioned under the rule 5 above, to a library member.
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. Proper Dress code must be maintained.
3. Users are requested to leave the books/documents on the reading table after consultation.
4. No document issued should be brought to the library unless for return.
5. Users are responsible for complying with the copyright act while photocopying library documents.
6. Users must take good care of the Library Facilities and belongings.
7. Silence and strict discipline should be maintained in the library by all users and the library staff. Everyone shall ensure that no reader should feel disturbed in their study by any act of his/her.
8. Smoking and use of mobile phones are strictly prohibited inside library premises.
9. Eatables are strictly prohibited inside the Library. Utmost care shall be taken by all to keep the library clean.

10. The library rules and regulations shall be modified from time to time and shall be binding on all concerned.

V. DISCIPLINARY ACTIONS

1. LOST/DAMAGE OF BOOKS ((tearing of pages, underlining, making notes, damaging of binding and the like)

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.

2. DAMAGE OF LIBRARY MATERIALS (Furniture, Sign & Signals, Racks, Electrical switches etc.)

Damage to library materials by a member will lead to replacement of the same or fines amounting to the current price of the Library materials.

3. THEFT/STEALING OF LIBRARY MATERIALS (ref. - Document Issue point no. 9)

Theft/Stealing of any Library materials will permanently suspend Library membership or as the authority decides.

4. The library staff has the right to ask users to leave the library if they are inappropriately dressed/causing a disturbance or any misbehaviour.

5. Visitors must not leave any belongings in the library.