

# **INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHOPAL**

(Estb. by MHRD, Govt. Of India)

Transit Campus: ITI (Gas Rahat) Building, Govindpura, Bhopal-462 023

## **Central Library**

### **Library Rules & Regulations**

The Library is primarily meant for bonafide students, faculty & members of the staff of Indian Institute of Science Education and Research Bhopal. The outsiders from other university/ institution may be allowed only with the written prior permission of the Librarian for a limited period. They shall, however, have to consult the documents within the premises of the library.

#### **I. LIBRARY TIMINGS:**

Monday - Friday 8.00 am to 11.00 pm

Saturdays, and Sundays 9.30 am to 6.00 pm

& Holidays

**Library will remain CLOSED on: 26<sup>th</sup> January (Republic Day),  
15<sup>th</sup> August (Independence Day),  
02<sup>nd</sup> October (Mahatma Gandhi's Birthday),  
Holi, Dussehra, Diwali (Deepawali) and  
25<sup>th</sup> December (Christmas Day)**

**Circulation Timings (Issue/Return) 9.30 am to 5.30 pm**

**(Monday - Friday)**

The timings and days of operation shall undergo changes.

#### **II. MEMBERSHIP:**

**1. Permanent Member: All permanent staff members of IISER Bhopal.**

**2. Temporary Member: All temporary/contractual staff member of IISER Bhopal,  
Research scholars and Students, external faculty like visiting  
faculty, Adjunct Faculty etc.**

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 (which are the property of the Govt. of India) on their own and obtain a 'No-dues Certificate' at the time of termination of their membership.

Borrower's card issued to the members shall be maintained in the Library. The member has to fill the entry on every transaction.

### **III. DOCUMENT ISSUE:**

1. Privileges of members in respect of borrowing documents are given below:

<b><u>Borrowers</u></b>	<b><u>No. of Documents Entitled</u></b>	<b><u>Loan Period</u></b>
Academic Staff	5 (Research purpose)	1 Month
	5 (Teaching purpose)	1 Semester
Non-Academic Staff*	5	1 Month
Students	5	15 days
Ph.D. Scholars	5	1 Month
Visiting faculty	5 (Research purpose)	1 Month
	5 (Teaching purpose)	1 Semester
Adjunct faculty	5 (Research purpose)	1 Month
	5 (Teaching purpose)	1 Semester

\*Among the Non-academic staff, certain classed of employees get library facilities at the discretion of the Librarian.

2. An over-due charge of Rs.2 per day shall be charged against each book/document not returned within the due date.
3. A document issued may be renewed up to 2 times 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, textbooks, rare books, current & bound periodicals etc.
7. Borrowers are requested to check if the documents being borrowed are complete and no pages are missing in it. In case of defect or damage in the book, should be brought to the notice of the library staff.
8. 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 equivalent amount 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.
9. In special cases the librarian may authorize the issue of any document, mentioned under the rule 6 above, to a library member.
10. 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.
11. Newly arrived documents shall be displayed. Documents on display shall be issued only after a specified period. However, advance booking for such documents are entertained.
12. No document shall be returned on the day of issue.
13. 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.
14. During power/system failure the circulation counter services will be suspended.

#### **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 brought to the library unless for returning.
4. Photocopying services shall be available for the IISER Bhopal Library materials against payment.
5. Users are responsible for complying with copyright act while photocopying library documents.

6. Improper use of library facilities by a member will lead to the suspension/termination of his/ her membership.
7. 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.
8. 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.
9. Use of eatables in the Library is strictly prohibited. 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.

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