

GANDHI SMRITY LIBRARY

Lal Bahadur Shastri National Academy of Administration, Mussoorie

RULES & REGULATIONS

MEMBERSHIP OF THE LIBRARY

The provision of membership is centralized and will be regulated from the Gandhi Smriti Library, Mussoorie. Memberships of the Library are categorized into following:

- a. Faculties of Academy
- b. Project Faculties
- c. Officers Trainees / Indian services Courses
- d. Employees of the Academy
- e. Research Fellows
- f. Teaching Associates
- g. Project Employees
- h. Alumnus of LBSNNA
 - Annual Fee - Rs. 500/ per year (Non-refundable)
 - Security money - Rs. 2000/ (Refundable)
 - Borrowing facility - 2 Books only for 15 days
- i. Special Member
 - Annual Fee - Rs. 1000/ per year (Non-refundable)
 - Security money - Rs. 5000/ (Refundable)
 - Borrowing facility - 2 Books only for 15 days

Note: Security money should be in form of Demand Draft in favour of Director, LBSNAA, Mussoorie regulated through their library. Special Members would get membership upon recommendation of an ACM member and the extension of their membership for 2nd year would be considered upon the fresh recommendation of an ACM Member.

LIBRARY HOURS

OPENING HOURS: 9.00 hrs. to 21.00 hrs (From Monday to Friday)
9.30 hrs. to 18.00 hrs. on Saturday , Sundays and Holidays

The library will remain closed on all National Holidays notified by Government of India. All users must prepare to leave the Library ten minutes before closing time and to be out of the library building by closing time. Books available for loan may be borrowed until ten minutes before closing time.

BORROWING FACILITIES

Sr. No.	Borrowing facilities as per entitlement of members	Books	Audio/Video materials	Magazines (old issue)
1	Faculties of Academy	60 books for 60 days	4 for 4 days	4 magazine for 4 days
2.	Project Faculties	30 Books for 30 days	2 for 2 days	4 magazine for 4 days
3.	Officer's Trainee/ In Service Courses	10 Books for 15 days	2 for 2 days	Nil
4.	Employees of Academy	10 Books for 15 days	2 for 3 days	2 magazine for 2 days
5.	Research Fellows	30 Books for 30 days	2 for 2 days	4 magazine for 4 days
6	Teaching Associates	30 Books for 30 days	2 for 2 days	4 magazine for 4 days
7.	Project Employees	5 Books for 15 days	1 for 3 days	2 magazine for 3 days
8.	Alumnus of LBSNAA	2 Books for 15 days	-	-
9.	Special Member	2 Books for 15 days	-	-

Rs.1 per day per book will be charged if the book is not returned on or before the due date.

If there is a delay of two months from the due date for the return of books the membership will become invalid and for renewal of membership is possible with a deposit of a fee of Rs.100/--.

GENERAL LENDING RULES: Loan privileges and its associated conditions

1. Members must produce their valid library membership card when borrowing the books. Members must check to see that all library materials in their possession have been properly checked out to them before leaving the library.
2. Members shall be held responsible for all materials charged to their card.
3. Members shall be held responsible for any mutilation (including defacement) found in library materials when returned. They must check and report any mutilation found at the time of issuing the book.
4. Members must report the loss of library materials immediately to the Circulation Section of the Library and they must pay the compensation for the lost book.
5. Any book not returned in response to a final overdue notice would be considered as lost and the member would be asked to pay compensation for the lost book.
6. Fines will be calculated according to the rate of fines, from the due date and the amount should be paid in the account section of the Academy.

7. Members must ensure that the books issued to them have been returned or renewed on or before the date scheduled. Notices sent by the Library serve only as a reminder and non-receipt of the notices does not absolve any member from paying fines or other penalties as stated in these Rules.
8. Each borrowing member will be issued library membership card as per their entitlement;
9. Documents can be borrowed (not more than two books at a time) on inter-library loan by the libraries located within the Region of Dehradun for a period of 15 days on submission of request duly signed by the Principal Library & Information Officer or his authorized representative;
10. In case the members fail to return the borrowed documents on or within the due date shall be liable to pay overdue charges at the rate of Rs. 1.00 per day. The privileges given to the member shall be suspended if overdue materials are not returned.
11. The borrowing members who repeatedly fail to return documents on due date consecutively on five occasions may lose the privilege of the membership of the library. They will not be allowed to borrow the books;
12. The users shall not have access to the A/V section. CDs/DVDs and Audio Cassettes required by the users will be supplied by the Library staff. Request for the required A/V materials will be made only on working days between 9.30 a.m to 5.00 p.m only.
13. The users must sign the register kept at the exit gate of the Library.
14. Briefcases and bags are not allowed beyond the Library Counter.
15. In the event of a book/publication issued on loan being required for any important or urgent purpose, the Officer-in-charge of the Library may recall it any time and such a book/ publication shall be returned by the member within 24 hours.
16. For reissue the book shall be returned physically at the counter and got reissued.
17. Any member requiring a book or other publication, which has been issued, may get it reserved for him at the Circulation Counter and such a book/publication shall be issued to the members in the order of priority.
18. Encyclopedias, dictionaries, directories, Year books, atlases, periodicals (current as well as old issues), books on art, painting and other illustrated books, rare books, books which are out of print, reference books, newspapers (current and back numbers), press clipping folders (current and old ones), serials, and books in damaged and brittle condition shall not be issued out. Such books/publications/folders shall be made available for consultation in the Library premises only.
19. No new book or other publication shall be issued to members till after a week of their having been displayed in a New Arrivals. Each new addition shall bear the date up to which it would remain on display.

LOST OR DAMAGED BOOKS:

The borrower/member is obliged to compensate lost or damaged items either by substituting the material or paying for it. Fines will be calculated according to the Rates of Fines, from the date due to the date when the material was reported lost.

If the payment for the lost book is not made, the controlling authority will have to recover the amount from the salary and sent it to the Gandhi Smriti Library.

In case of lost or damaged of Library Books or any material steps will be taken to recover the replacement cost from the member concerned as indicated below:

S. N.	Nature of Publication	Cost to be recovered
1.	Indian books/ publications (printed during the last five years).	Double the Original price.
2.	Indian books/ publications (printed more than five years back).	Current price of the document.
3.	Indian books/ publications, which are 'Out of Print'.	Ten times the original price.
4.	Foreign publications (printed during the last five years).	Double the original price.
5.	Foreign publications (printed more than five years back).	Current price of the Documents.
6.	Foreign publications which are 'Out of Print'.	Ten times the original price.
7.	Indian or foreign publications for which price is not available.	Rs. 1/- per page.

Provided that if the actual replacement cost of the book/ publication exceeds the cost arrived at on the basis of the above formula, the actual replacement cost will be recovered from the member.

RENEWAL

Borrowed books can be renewed at the library within two days of the due date. The renewal is only for 10 days from the due date. Renewal is not considered, if any other member of the library already reserves the book.

RESERVATIONS

1. It is possible to make a reservation at the library using the reservation form online/offline;
2. The arrival of reserved materials will be duly notified to the member;
3. Materials ready for pickup will be kept for 7 days from the date of notification;
4. Each member can reserve two books at a time;

5. All materials on hold/reservation must be collected personally.

INTER-LIBRARY LOANS

For books taken on Inter-library Loan, the loan period is at the discretion of the lending library and the due date will be fixed accordingly. No renewal is considered.

USE OF MATERIALS WITHIN THE LIBRARY

Library materials on open access shelves may be removed for use within the Library without reference to Library staff. After use, the materials should be left on the re-shelving tables or trolleys.

Library materials not on open access in the rare book collection may be consulted to the Incharge of the Library.

Readers are not permitted to bring their own books, floppy disks, CDs into the Library but no responsibility is accepted for their safety.

GENERAL RULES

1. Conduct not conducive to the proper use of the library is forbidden.
2. Noise, disturbance or unruly behaviour is forbidden in any part of the library.
3. Smoking, food and drinks are not allowed in the library.
4. Silence shall be observed in the public areas of the library. Mobile phones, pagers and watch alarms should be switched off before entering the library.
5. Users of the library should be decently dressed.
6. Loitering or sleeping in the library is prohibited.
7. Library materials must not be taken out of the library unless a Library staff has properly issued them
8. All books and personal belongings must be shown to the staff at the library exits whenever required to do so.
9. Library membership cards are not transferable and must be produced whenever requested by Library staff.
10. Library membership cards, when lost, must be reported immediately in person or by telephone to the Circulation Department. A lost library card may be replaced by depositing a fee of Rs.50.00 along with an undertaking that the member concerned will be responsible for any book taken on the lost library card.
11. Mutilation and theft of library materials are offences punishable by law. Appropriate action will be taken by the Library against offenders.

12. Library books and documents must be treated with honour, so that it is prohibited to underline, write notes or pull out pages there from.
13. All dues to the library must be paid promptly.
14. The library will not be held responsible for the loss of any personal belongings of users .
15. The library staff has the right to ask users to leave the library if they are inappropriately dressed or are causing a disturbance.
16. The library staff has the right to ask a non-member to leave the library.
17. From the time, books or other publications/ materials are issued and until they are returned to the Library. The borrower shall be held responsible for their proper maintenance and in the event of any damage or loss, the borrower shall be required either to replace the book/publication or to pay their replacement cost at the rates prescribed in these Rules.
18. No stranger shall be admitted into any sector of the Library unless accompanied by a member or an Officer of Academy.
19. Suggestions for the purchase of new books, periodicals and newspapers shall be made in writing to the Library Counter.
20. Students below 18 will not have open access to the main collection of the Library. They will however, be served for their reading and reference needs through the library counter on request. The student can read/ consult the available books in the front of Circulation counter only.

NO DUES CERTIFICATE

- **For officer Trainees** (FC Phase-I and Phase-II) – After completion of the course or at the time of discontinuation of the course due to any reason, they should obtain a ‘No Due’ certificate personally, after returning the books borrowed from the library and paying the dues outstanding against them, if any.
- **For officer Participants** (Phase-III, IV, V and ITP) – The Principal Library & Information Officer (PLIO) will send a list of officer participants with books/DVDs issued to them, to same shall be marked to the Course Coordinator for information. The MCTP section will ask all the concerned officer participants to return the library material, a day prior to the completion of the Course. The MCTP section will then confirm from the Library Section that there are no book/DVD pending against any Officer participant. The Course Completion Certificate would be given to the Officer participants after ascertaining the same from the PLIO.
- **Faculty and Non-teaching staff** – Before their superannuation of VRS, completion of deputation period or proceeding on a long leave / sabbatical leave, the said officer/staff member would obtain a “No Dues Certificate”.

TYPES OF RESOURCES AND THE CONDITIONS FOR USE

1. **Reference documents:** Only for consultation within the library.
2. **General books:** available in general section, area studies can be borrowed.
3. **Periodicals:** only for consultation within the library.
4. **Official publications:** only for consultation within the library.
5. **Rare books:** consultation with the permission of competent authority.
6. **Non-Print documents:** Audio-Visual materials can be borrowed.

REPROGRAPHIC SERVICES

The Gandhi Smriti Library has full-fledged reprographic unit comprising of two photocopying machines.

1. The Officers trainees of the various courses of the Academy will have to pay for the photocopy work done by the library @ of Rs. 1/- Per exposure.
2. The Research Scholars and other staff members attached to various Research Projects Centers and Societies of the Academy will have to pay for the photocopy work done in the library @ Rs. 2/- per exposure.

Following categories of publications are not to be used for photocopying:

- a) Works not belonging to the Collection may not be photocopied;
- b) Works categorized as 'restricted' such as rare books, journals and manuscripts and works supplied to the Library on the understanding that they would not be reproduced without the written consent of the copyright owner;
- c) Unpublished works

Following limitations to photocopying are to be adhered:

- a) Published works, not more than one chapter or not more than 10 per cent of the number of pages thereof at a time;
- b) Periodicals not more than the whole or part of one article in a periodical at a time