

RAJABALA DAS LIBRARY, HANDIQUE GIRLS' COLLEGE

Dighalipukhuri West, Panbazar, Guwahati, Assam: 781001

Rules and Regulations Governing the Use of Rajabala Das Library, Handique Girls' College.

0. Preamble:

The Handique Girls' College library was established along with the establishment of the college in 1939. The first library professional of the library was Late Jogeswar Sharma with a designation of Clerk Librarian. In the year 2008 the college authority decided to modernize the library and accordingly in August 2009 the library was shifted to a separate building and it is now spread across two floors with a total area of 458 sq.m.

The library is named as "Rajabala Das Library" in honour of the founder principal of the college, Rajabala Das. The Handique Girls' College library is today a modern well-equipped automated library with an impressive collection of books, journals, newspapers, magazines, e-resources like CD/DVD, e-journals, e-books, bibliographic databases, etc. The library is also a subscriber of the UGC - INFLIBNET N-LIST consortia. OPAC terminals are installed to facilitate searching and browsing of catalogue, although WEBOPAC and e-resources can be accessed from all the user terminals of the library and other user terminals connected to the college Intranet in the college campus. The e resources can also be accessed through Wi-Fi network of the library.

The library with its open access system and reading area provides an atmosphere conducive to the excitement of mental discovery. Students are encouraged to become serious users of the library which is a welcome haven for intellectual pursuits. Moreover, each department of the College has departmental library, which provides additional help to students and teachers in their academic pursuits.

Circulation of print resources is done by computerized automated system with barcode technology. The library has also installed a Fumigation Chamber for the treatment of infected books. The library is under CCTV surveillance. The library has been organizing User Orientation Programme regularly to make the users aware of the services that the library provides and the rules & regulations of the library as well as to accustom the newly admitted students with the library environment.

1. Admission to the Library:

All members of the Handique Girls' College, i.e. Students, faculty members, staff members shall be allowed admission in the library. Any other person with permission of the Principal and Librarian may enter the library. The right of admission shall be denied to a person if in the opinion of the Librarian that he/she is of unsound mind, intoxicated, shabbily dressed or likely to be disruptive.

2. Entrance Inside the Library:

Persons acquiring right of the admission as under Rule 1 above, before entering/leaving the library shall:

- 2.1 Sign a register specially provided for the purpose by legibly entering all the columns. The signature shall ensure that the person concerned agrees to abide by the rule and regulations of the library.
- 2.2 Shall produce Library Membership Card at the entrance of the library if the same is asked for.
- 2.3 Keep all personal belongings; such as bag, umbrella, file, private books(s), etc. at the property shelves of the library.
- 2.4 Shall allow the library personnel at the entrance of the library to examine everything while passing in to or going out of the library.

3. Membership:

The following categories of persons shall become members of Rajabala Das Library, Handique Girls' College by applying in a prescribed application form supplied by the library:

- 3.1 All the regular students of Handique Girls' College. Membership of a student shall remain valid till she remains on the role of the college. The member has to take clearance from the librarian on completion of her course period to get her final marksheet.
- 3.2 The Principal of Handique Girls' College. Membership shall remain valid till he/she remains in service. The member has to take clearance from the librarian on superannuation of his/her service period for final payment and to get other benefits.

- 3.3 All the regular & contractual faculty members, staff members, librarian and library staff of Handique Girls' College. Membership shall remain valid till he/she remains in service. The member has to take clearance from the librarian on superannuation or expiry of his/her service period for final payment and to get other benefits.
- 3.4 A Project fellow with due recommendation from both the Principal Investigator/Project Coordinator and the Principal of Handique Girls' College. Membership shall remain valid till he/she remains in service. The member has to take clearance from the librarian on expiry of his/her service period for final payment and to get other benefits.
- 3.5 A research scholar under supervision of a faculty member of Handique Girls' College with due recommendation from the respective guide. In this case, a membership fee and an amount of security deposit is to be paid which is fixed by the authority of the college on recommendation of Library Advisory Committee.

It is worth mentioning that each person intending to get library membership will have to attend library orientation programme conducted time to time by the librarian.

4. Visitor Members:

Provided that a person other than the above categories such as a research scholar with recommendation from his/her Guide, a retired person worked in Handique Girls' College may be allowed to become a visitor member of the library on a request in writing from the person concerned. Only Consultation facility will be available for this category of members. The visitor members should bring original and valid photo ID card. The decision of the Librarian in this regard shall be final.

5. Library Hours:

The library will remain open from 10.00 a.m. to 5.00 p.m. on all working days. The issue counter will be opened at 10.30 a.m. and will be closed half an hour before the closing of the library i.e. at 4.30 p.m.

6. General Rules:

- i. The members should observe strict silence inside the Library.

- ii. Use of Mobile phones is only permitted to access e-resources of library through Wi-Fi network inside the Library premises and the phone should be kept in silent mode.
- iii. The members are not allowed to make phone calls/receive phone calls inside the library.
- iii. The members are not allowed to carry eatables/drinks inside the Library premises.
- iv. Library membership card is non-transferable.
- v. The members are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Library. Doing project work by cutting & pasting papers/cloths etc are strictly prohibited.
- vi. Personal belongings except notebooks & writing tools like bags, laptop, shoulder sling, umbrellas, etc. are not allowed inside the Library. These should be kept at the Property Counter at the entrance. In case, if laptop is to be used then prior permission is to be taken from the librarian. On request, laptop may be accepted in the Circulation counter.
- vii. The members are advised not to leave their valuable items like money, passport, credit card, ATM card, etc. at the Property Counter.
- ix. Member shall not smoke or chew Paan-masala, etc. and spit in any part of the library.
- x. While browsing books, no book should be replaced by the user/member on the shelves themselves.
- xi. Books once picked out from the shelf should be left in the reading table if not issued out.
- ix. Underlining, folding of pages, marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
- xii. The physical condition of the book should be checked while checking out. Mutilation of pages if found is to be brought to the notice of the person in the circulation counter. Otherwise, the borrower himself/herself shall be responsible for mutilation of the book if detected afterwards.

- x. The members should not carry books from one floor to another and should leave the books on the reading table after consulting.
- xi. The members should not talk or discuss as they may disturb other readers. Reading areas are meant for individual study and research only.
- xii. The members 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 members.
- xiv. The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or any other member or behaving in an indecent manner and for the act of any misconduct.
- xvii. Upon any infringement of the library rules, members shall forfeit privileges of admission and membership of the library.

7. Deviance in Libraries:

The following acts of the members will be considered as deviance in libraries -

- 7.1 Minor Deviance: The acts like underlining & marking on the text of the reading materials, folding of pages of books, gossiping inside the library, group discussion in the reading space, moving here & there inside the library with no purpose, walking with a disturbing sound, and such other activities.
- 7.2 Major Deviance: The acts like, mutilating pages of reading materials, Non return of borrowed books for long period of time, willful misplacement of books in the shelves, damaging and/or stealing of library books, journals, other reading materials, computer and allied equipments, and any other materials or property of the library and property kept in the property counter, etc.

The above acts will invite disciplinary action against the deviant member. Depending on the type and intensity of the deviance, action will be taken against the deviant members which may includes -

- i. Report to the principal and the Library Advisory Committee about the deviant and member's delinquency.
- ii. The delinquent member has to attend a counseling programme for three consecutive days at a time fixed by the librarian.
- iii. Report to the parents/guardian and/or call them to the library.
- iv. Replace the book, reading materials damaged by a new one with a penalty of Rs. 200.00. If the damaged books is published by a foreign publisher then Indian print/edition of the book by the same publisher will not be accepted. If the book is one of a set or series and the particular volume cannot be obtained singly, the whole set or the series must be replaced at the respective member's cost. If replacement is not possible, then the cost of the book will be charged as per the formula mentioned in the Rule No. 10.
- v. Replace the item damaged by a new one (latest version available) with a penalty of Rs. 200.00. In this case, the configuration of the new item should not be inferior to the damaged one.
- vi. Suspended forthwith from using library facilities and further disciplinary action will be initiated against the member by the principal/College authority.

8. Rules of Lending of Books:

- i. The privilege of borrowing books from the library is restricted to the library members only.
- ii. Each member will have a **Library Card or Identity Card cum Library Card** according to the category to which he/she belongs to. The student members are to renew their Library Card at the beginning of every semester. Higher Secondary students are to renew their Library Card at the beginning of first year and second year.
- iii. The Library Card or Identity Card cum Library Card is not transferable.
- iv. The members must come to the library personally and tender his/her **Library Card or Identity Card cum Library Card** at the circulation counter at the time of borrow books.

However, any one can return the borrowed books on behalf of the borrower by submitting the Issue Slip.

- v. 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.
- vi. The librarian reserves the right to recall any issued book even before the due date.
- vii. No document forming part of the rare book collection, reference collection, back volume collection, Periodical collection or any books valuable for its illustration, thesis, dissertation, project reports will be lent out from library to any reader. However, books in reference section may be issued to faculty members for overnight under certain circumstances.
- viii. Books issued to members are non-transferable.
- ix. A **No Due Certificate** may be issued to members only on returning all the books borrowed.
- x. **Renewal of Books on Loan:** The books lent out to a member may be renewed provided the books in question is not reserved by other users. For renewal, both book(s), Issue Slip and Library Card or Identity Card cum Library Card are to be produced at the Circulation Counter.
- xi. **Reservation of Book:** A member may get book(s) reserved for loan in case the book is already issued by requesting at the Circulation Counter on production of his/her Library Card or Identity Card cum Library Card. If the member fails to collect the book(s) within 3 days from the date of intimation; the reservation may be forfeited and such book(s) may be issued to other members.
- xii. **Issue Slip:** An Issue Slip will be issued by the circulation counter for the book(s) issued to a member. The Issue Slip along with the issued book may be checked at the entrance by library personnel on duty for verification. This Issue Slip is essentially to produce at the circulation counter at the time of return the borrowed book(s) and get it back by the member with a signature from the library personnel on duty. The returned Issue Slip should be kept by the member for future reference.

xiii. **Check out Limits (only books):**

Student Member: 4 books for MA, MSc, BA, BSc, and BCA students and 2 books for Higher Secondary and PGDCA students for 15 days with two time renewal facility. The member must submit the book(s), Issue Slip and Library Card or Identity Card cum Library Card at the Circulation Counter for renewal of borrowed book(s).

The Principal, Librarian and Regular Faculty Member: 15 books for 45 days with two time renewal facility. Such member may not submit the book(s) at the Circulation Counter for renewal of borrowed book(s), however, Issue Slip is must.

Contractual Faculty Member, Project Fellow and Research Scholar: 5 books for 45 days with two time renewal facility. A faculty member and a Project Fellow may not submit the book(s) at the Circulation Counter for renewal of borrowed book(s), however, Issue Slip is must.

Regular & Contractual Staff Member, Library Staff: 2 books for 15 days with two time renewal facility. The member must submit the book(s) and Issue Slip at the Circulation Counter for renewal of borrowed book(s).

xiv. **Overdue Fine:**

The member irrespective of the category is to pay overdue fine of Re. 1.00 per book per day for the overdue period up to 15 days and Rs. 2.00 per book per day beyond 15 days.

9. Loss of Library Card or Identity Card cum Library Card:

The loss of Library Card or Identity Card cum Library Card should be reported immediately in writing to the Principal and Librarian. A duplicate Identity Card cum Library Card may be issued on submission of an undertaking to surrender the same if found later and a payment of Rs. 100.00 (only card) or Rs. 150.00 with Card holder & Lace.

10. Loss or Damage of Borrowed Books:

For the loss or damage of books borrowed by a user in his/her custody, the borrower shall be liable to replace the book with a new one with a written application. If the damaged or lost books is published by a foreign publisher then Indian print/edition of the book by the same publisher will not be accepted. If the book is one of a set or series and the particular volume cannot be obtained singly, the whole set or the series must be replaced at the respective member's cost. If replacement is not possible due to the book being out of print, then the cost of the book will be charged as per the formula mentioned as under -

Estimated Cost of the books = $MP * (CY - PY) / 4$; where,

MP = Marked Price of the book

CY = Current Year

PY = Publication Year of the book

In such circumstance, the respective book will be written off from the collection with due approval from the library advisory committee and the Principal. In case of rare book or any special collection which has enriched the library and replacement is not possible then appropriate decision will be taken by the college authority with recommendation from the Library Advisory Committee.

11. Use of computers/laptops etc:

Computer/laptops, etc. in the library premises may be used with due permission from librarian with the following conditions.

- i. Computer in the library premises should be used for academic purposes only.
- ii. Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- iii. Playing games on computers is strictly prohibited in the entire Library premises.

- iv. Members must carry their **Library Card or Identity Card cum Library Card** while using the Digital Library. They must show the card on demand.
- v. Members are not allowed to share their E-Resource access ID and Password with others.
- vi. Changing the settings and display of the computers kept in the Library is not permitted.
- vii. Use of laptops in the cubical systems where computers are already installed is not permitted.
- viii. Members should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- ix. Personal keyboard, mouse, etc are not allowed inside the Library.
- x. Members must take care of their Pen drives, CD/DVD ROMs, mobiles and wallets etc.

The above rules are subject to revision/updation. These rules may be altered or amended and/or new rules may be added to the existing ones by the Governing Body of the college from time to time without notice to the members in person. These rules shall be effective and binding on all concerned members. For latest Library rules and regulations, please check Digital Library site of Rajabala Das Library. A copy of it may be made available when asked for on payment of computer printing charge.