

National Institute of Technical Teacher's Training & Research, Bhopal

Government of India

Ministry of Human Resource & Development



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Library Rules & Regulations

Contents

	Page No.
1. General Rules	1
2. Working Hours	1
3. Borrowing entitlements for faculty/Students/Admin	2
4. Issue Regulations	2
5. Reservation of Books	3
6. Copy Right	3
7. Licensing Restrictions	3
8. Use of Computers/Laptops etc	3
9. Replacement/Recovery of Lost Books	4
10. Stock Verification	4
11. Weeding Out of Publications	5
12. Write off (GFR 2005 Rule 194 ii)	5
13. Requisition Forms Used in Library	5

1. General Rules

- While entering the library except laptops, readers are not allowed to carry their personal belongings (bags, brief-cases, parcels, personal or issued books etc.) and eatable items (biscuits, cookies, fruits, chocolates, cold drinks, tea/coffee, etc.). Their belongings should be deposited at the property counter.
- Use of cell phone and smoking inside the library is strictly prohibited.
- Library's photocopying services and Internet pages printing are fee based (Re 1/- per expose and Rs. 2/- per page respectively) and the users must comply with relevant copyright legislation.
- Books or other materials taken from the stacks should not be re-shelved by the readers. Please leave it on the tables to avoid misfiling. Remember that a book misplaced is a book lost.
- Readers should not deface, mark, cut, mutilate or damage library material in any way. If anyone is found doing so, he/she will be charged with the full replacement cost of damaged material and may lead to suspension of library account and be barred from entering the library.
- Readers should maintain peace in the library and should not disturb other users in any way.
- Library's computing facilities and database access is meant for NITTTR faculty members, students, staff and registered library members only.
- Users of the library should note that all e-resources subscribed are licensed materials and cannot be shared with outside community as it may lead to copyright/license violation.
- Readers are requested to handle the Library property carefully to avoid damage.
- Readers leaving the library should allow the library/security staff to examine their personal belongings.
- The library rules and regulations shall be modified from time to time and shall be binding on all concerned

2. Working Hours

The Library remains open between 09.30 am to 6.00 pm and the issue/Return of the documents will be from 10.30 am to 05.30pm on all working days.

3. Borrowing entitlements for faculty/Students/Admin

No of Books / Periodicals can be issued

S. No.	Borrowers	No. of books/ Periodicals*	Period
1.	Faculty members	20	One Academic Year
2.	Staff members	10	One Month
3.	Students	10	One Month
4.	Research Scholars	10	Three Months
5.	Outside Members	05	Two Months
6.	Training Participants	02	During the course period

*Limited to 2 nos.

4. Issue regulations

- Members may borrow above mentioned number of documents.
- An over-due charge of Re.1/- per day shall be charged against each book/document not returned within the due date.
- A document issued may be renewed up to 2 times provided there is no reservation against it.
- 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.
- Old issues of periodicals can be borrowed.
- No document shall be returned on the day of issued.
- All books/periodicals are to be returned by the 30 June every year. New books shall be issued only on physical return by the due date.

5. Reservation of Books

Library provides reservation of books service to members on Monday to Friday. Members have to ask library staff on circulation counter for reservation. Library members can reserve books themselves through OPAC (On Line Public Access Catalogue)

6. Copyright

All the online resources, CD-ROMS, Video Cassettes accessible from **NITTTR Library** are copyrighted works. Hence, copying, publishing, disseminating, displaying, performing, or playing without permission of the copyright holder except in accordance with fair use of licensed agreement is not allowed. The library may terminate the library access to users who are found to have repeatedly infringed the copyright of others.

7. Licensing Restrictions:

Electronic resources listed on the NITTTR **Library** website are restricted by license agreement to members of the NITTTR community for the purpose of research, teaching, and private study. Commercial use, systematic downloading, copying or distributing of information is prohibited. The users are requested to strictly comply with these terms.

8. Use of computers/laptops etc.

- Computer in the library premises should be used for academic purposes only.
- Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games on computers is strictly prohibited in the entire Library premises.
- Readers should not to share their Internet access ID and Password with other students.
- Changing the settings and display of the computers kept in the Library is not permitted.
- Use of laptops in the cubical systems where computers are already installed is not permitted.
- Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- Personal keyboard, mouse, etc. are not allowed inside the Library.
- Students must take care of their Pen drives, CD/DVD ROMs, mobiles and wallets etc.

9. Replacement/ Recovery of Lost book

To curb the habit of losing valuable publications and preventing Government loss following action are decided-

- (1) The concerned user shall replace the lost publication (latest ed. of the same author, title) to library within 15 days at his cost.
- (2) *Photo Copy of the lost publication will not be accepted.*
- (3) The penalty will be charged as per category mentioned below:

Sr. No	Category	Cost	Penalty (Rs) % of actual cost
1	Indian Books/ Publications	Actual cost	10%
2	Technical Journals	Actual cost	20%
3	Periodicals Indian	Actual cost	10%
4	Books/Periodicals Foreign	Actual cost	20%

- (4) If the concerned user neither replaces the publication nor pays the actual value of the publication plus penalty within fifteen days, the same shall be deducted from his/ her salary or caution money.

10. Stock Verification

The stock verification is helpful in identifying and determining the loss of books in a library. Loss of books in an open access library is inevitable

Size of library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 year intervals
Above 20,000 and up to 50,000 volumes including the journal back volumes.	100% physical verification at 5 year intervals
Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

11. Weeding Out of Publications

Old / Mutilated /Unwanted books:

Mutilated unwanted and obsolete books, not having any requirement further and ten years old may be weeded out. All periodicals (excluding technical journals) of ten years old may also be weeded out.

12. Write off (GFR 2005 Rule 194 ii)

Loss of five volumes per one thousand volumes of books issued / consulted in a year may be taken as reasonable, provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs.1000 (Rupees One Thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action will be taken.

13. Requisition Forms used in Library

- Library Membership Form
- Book Recommendation Form
- Journal/Magazine Recommendation Form



National Institute of Technical Teachers' Training & Research, Bhopal
(Govt. of India, Ministry of Human Resource Development)

ID No. of Student:

MEMBERSHIP FORM: Student/Research Scholar

I, the undersigned would like to apply for Library Membership as **Student/Research Scholar**. I hereby undertake the responsibility to abide by rules of the library. In case of late return/loss or damage of any information resource borrowed by me, I am willing to pay the required amount.

Name in full Mr/Miss/Mrs : _____

Permanent Address: _____

Present Address: _____

Telephone No.(R), Mobile :

E-mail:

Date: _____

Signature: _____

I recommend that Mr./Miss/Mrs.: _____


1st Year/ / may be given library Membership for the year _____

Approved membership

Librarian

Sr. Librarian

NITTTTR, Bhopal
Book Recommendation Form

	RECOMMENDATION FOR BOOKS	Form No.	F/LB/01
		Issue	00
		Date	

S. No	Author	Title	Pub.	Yr. of Pub.	Name of Supplier	Price	No. of Copies

Total No. of Books

Total Rs.

Recommending Faculty/Staff

Name:-----

Deptt./Centre:-----

Checked and verified that recommended books are not in the library and LRC.


Librarian

Submitted for approval please.

Sr. Librarian

Journal/Magazine Recommendation Form

NITTTTR, Bhopal

	RECOMMENDATION FOR PERIODICAL	Form No.	F/LB/02
		Issue	00

S. No	Title	Pub	Vol.	Date	Issue	Price
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Total No. of Periodicals

Total Rs.

Recommending Faculty/Staff

Name:-----

Deptt./Centre:-----

Checked and verified that recommended Periodicals are not in the library and LRC

Librarian

Submitted for approval please.

Sr. Librarian