



SWAMI VIVEKANANDA LIBRARY – GENERAL RULES

1. Admission to KRC – Library

- 1.1 Membership/Identity cards are required to be shown at the entrance.
- 1.2 Personal belonging are not allowed to be taken inside the library. Such belongings should be deposited at the Property Counter for the purpose. It should be clearly understood that the belongings left at the Property Counter are at the personal risk of readers. They should be collected back on the same day. The Library does not accept any responsibility for loss etc.
- 1.3 Members are permitted to take inside the Library their personal books for consultation subject to necessary checking each time while taking in and taking out the personal books.

2. Library Discipline

- 2.1 Readers are required to handle the Library reading material and property very carefully and not to (i) Write in or Mark (ii) Tear – away pages or mutilate (iii) Disfigure or otherwise cause damage in any way.
- 2.2 In case damage is caused to any library reading material or property, the person concerned shall be liable to pay the replacement cost. In addition, his membership may be cancelled at the discretion of the Librarian.
- 2.3 Members are expected to maintain strict silence and conduct themselves with dignity conducive to congenial atmosphere for study and research.
- 2.4 No Library reading material can be taken out without getting it properly issued. Anyone found violating this rule will be considered liable to such action as may be demand necessary by the Librarian.
- 2.5 Library premises are completely a No Smoking Zone.

3. Loan Privilege

- 3.1 Each regular member eligible to borrowing facilities will be issued two books for a fortnight.
- 3.2 Books belonging to Reserve & Reference section and Periodicals are not ordinarily issued except with special permission of the Librarian.
- 3.3 An overdue charge of Rs. 03.00 per title per day may be levied if a book belonging to General collection is kept beyond the due date.
- 3.4 Books on loan are subject to recall by Librarian at any time.

4. Loss of Book(s) etc.

- 4.1 In case of loss the Library reading material, the reader concerned shall be required to pay double cost with overdue charges prevailing at the time of payment.
- 4.2 In addition to replacement price, 50% extra charges shall be payable for loss of books which in the opinion of Librarian can procured from market.
- 4.3 In case of loss of rate and out-of-print books, and bound vol's, of periodicals, the replacement cost shall be fixed by the Librarian in each case.
- 4.4 In case of loss of loose issues of a periodical, replacement cost of the whole vol., shall be ordinarily required to be paid.

5. General Rules

- 5.1 The identity card is not transferable.
- 5.2 Any constructive suggestion from readers will be most welcomed.
- 5.3 Strict discipline and decorum of the Library shall be maintained all the time.
- 5.4 No one should remove any part of Library, any newspaper or current issues of periodical on display.
- 5.5 No one should enter the Circulation Counter or use Library telephones without prior permission.
- 5.6 The borrowers shall satisfy themselves about the physical condition of the books before borrowing. No plea that book was already damaged will be entertained at the time of return of the book.
- 5.7 A member against whom over-due charges pending shall not be allowed to borrow or withdraw security deposit.
- 5.8 The Librarian may grant special permission to any person to borrow books at his discretion.
- 5.9 Notwithstanding, the Librarian may at his/her discretion relax any of the rules.

e – LIBRARY RULES

USE OF E – LIBRARY STRICTLY RESERVED FOR THE READERS POSSESSING LIBRARY MEMBERSHIP CARD.

DO NOT USE THE COMPUTERS TO DO THE FOLLOWINGS:

- Playing Games and Music
- Do not install or uninstall any program or service in any computer
- If any device of a computer is not working, do not fix it, kindly report the Librarian.
- You are allowed to use computer for a time allocated by the Librarian. If needed you can be asked to give other opportunities (if any) to use the computers.
- Do not send job for printing, it is not allowed within the cyber.
- e – mails

GENERAL RULES

- Smoking, eatable and drinks are not allowed in the e – Library premises.
- Switch off mobile phones or to keep on silent mode in the e – Library premises.

NOTES

- The main purpose of these rules is to safeguard the common interest of all users and to enable the E – Library to carry out its functions as efficiently as possible.


LIBRARIAN

