

# **LIBRARY RULES**

## **LIBRARY TIMING**

Weekdays: 09:00 AM – 09:00 PM

Weekends: 09:00 AM – 01:00

## **CELL PHONES**

Usage of Cell Phones inside the Library is not allowed.

## **LIBRARY MANAGEMENT**

The following are eligible for the Library Membership.

- A. All Faculty, Students and Paramedical Institute Employees.
- B. Retired Faculty and Officers of the Institute residing in Shillong.
- C. Any Person recommended and approved by the Director.

## **PROCEDURE FOR ENROLLMENT**

- A. All categories of members shall fill up the prescribed form along with two (2) pass port size photograph.
- B. All Student Members are to pay necessary Library Fees.

## **CIRCULATION OF BOOKS**

For proper and timely Circulation of Books and Journals among the Members:

A. Faculty	:	Four (4) Books	:	Fourteen Days (14)
B. Residence (JR/SR)	:	Four(4) Books	:	Fourteen Days (14)
C. Students (PG)	:	Four (4) Books	:	Fourteen Days (14)
D. Students (Nursing/MBBS)	:	Two (2) Books	:	Seven Days (7)
E. Paramedical Staff	:	Four(4) Books	:	Fourteen Days (14)
F. Non Teaching Staff	:	Four (4) Books	:	Fourteen Days (14)

*Reference books will be issued for overnight only.*

*Books can be renewed consequentially for one more time only, following which they must be returned to the Library.*

## **FINE FOR LATE RETURN**

- A. A fine of Rs. 2/- per day will be incurred for the delay in return of Books.
- B. A fine of Rs. 5/- on the first day and Rs. 10/- on all the subsequent days will be imposed for the delay of return of overnight books.

## **RESPONSIBILITY OF THE BORROWERS**

- A. No marking or underlining shall be permitted on any portion of the books. In case this is detected, full cost of the Books (latest edition) shall be recovered and the membership shall remain suspended until the book is replaced.
- B. The document should be properly checked for torn, missing pages or other damage before borrowing.
- C. The borrower shall be held responsible for any disfigurement or damage detected at the time of return of the document borrowed against the Card/Passbook.
- D. Do not tamper, tear, deface, underlining or cause any kind of damage to any part of the document.

## **LOSS OF BOOKS**

If a member loses any books borrowed, he/she should report immediately to the Librarian and he/she have to replace the same. In the event of the books not being available in the market, the cost at the rate of 10% escalation per year from the date of purchase will be charged.

## **WITHHOLDING OF CLEARANCE CERTIFICATE**

All members should return their books/journals/Library Cards/Pass Book to the Library before leaving the Institute. In event of outstanding Library Dues the Clearance Certificate will not be issued.

## **STRICT DISCIPLINE SHOULD BE MAINTAINED IN LIBRARY**