

MIZORAM UNIVERSITY



LIBRARY RULES

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1. Eligibility for Library Membership:

The following shall be eligible to become members of Library.

Teachers, students, officers and other employees of the University.

2. Procedure for enrolment:

Members of all categories shall fill in the prescribed forms and make the necessary deposit(s) to become members of the Library. Members will be given *Library Membership Cards* for borrowing books.

3. Loss of Library Membership Card:

If a member loses a *Library Membership card*, it should be immediately reported to the Librarian. A duplicate *Library Membership card* may be issued on payment of the required amount.

4. Responsibility of a borrower:

Each borrower will be responsible for the books borrowed against the *Library Membership card* issued to the member, and for the return of the books to the Library without damage.

5. Conditions regarding issue of General Books:

<u>Category of Members</u>	<u>No.of Volumes</u>	<u>Loan Period</u>	<u>Amount of Library Fee+Lib. Caution deposit (in Rs.)</u>	
A. Teachers	10	7 days	nil	nil
	10	1 Semester	nil	nil
B. Administrative Staff				
i) Officers	4	7 days	nil	nil
ii) Other staff	2	7 days	nil	nil
C. Students				
i) Post Doctorate	6	7 days	Lib. Fee + Lib.Caution as + deposit applicable + as applicable + +	subject to Change from time to time
ii) Ph. D	6	7 days		
iii) M.Phil	6	7 days		
iv) Post Graduate	4	7 days		
v) Professional course/ Under Graduate	4	7 days		
D. Guest Teachers (to work more than one month)	5	7 days	nil	nil

6. Condition of loan:

All the members shall take a book on loan in person.

7. Renewal of General books:

General Books can be *renewed once* to the borrower provided those books have not been requisitioned by any other member. However, renewal will be done only when the book is physically brought to the library.

8. Condition of Loan for Course Book and Overnight Issue.

A. Course Book: 2 Books may be issued at a time for a period of 3 days. Books under this category may not be renewed.

B. Overnight Issue: 2 books may be issued at a time. Books under this category may not be renewed.

Contd...3/-

9. Delay of Return :

Any member delaying the return of a book after the due date will be fined **Rs. 2/- per day** for *General book*, **Rs. 10/- per day** for *Course book*. For *Overnight issue*, fine will be **Rs. 100/- per day**. The defaulter will be suspended from Library Membership after two months of the due date until the outstanding book is returned.

10. Special powers:

- A) The Librarian shall have the power to refuse issue of a book with the approval of the Vice-Chancellor
- B) Librarian shall have the power to recall any book from a borrower, if it is considered necessary in the interest of the institution.
- C) Librarian shall have the power to punish the defaulter in appropriate measures if it is considered necessary in the interest of the institution, with the approval of the University authority.

11. Damage of books:

If any member of the Library is found guilty of mutilating or defacing a book, writing in the margin or on the print, or of destroying or damaging Library property

- (A) Such member shall be required to replace such books or properties damaged. If such book is *one of a set* or a *series* and the Volume cannot be obtained singly, the member shall be asked to replace the *entire set or series*.
- (B) In case replacement is not feasible, the case will be decided by the *Library Committee*.

12. Loss of Books:

- A) If a book borrowed is lost, the member who borrowed it shall have to replace it by the ***same book or*** of *later edition*.
- B) In case replacement is not feasible, ***the case will be decided by the Library Committee***.

13. Suspension of membership:

In the event of *stealing, misuse or damage* of books borrowed by a member, the Librarian will have the power to suspend the member, *reporting each* matter to the *Vice-Chancellor* for appropriate action.

14. Termination of Membership:

- A) Any member intending to terminate the membership shall return all the books borrowed against his/her card and the *Library Membership Card*. On surrendering the *Library Membership Card*, the Librarian shall issue a *Library Clearance Certificate*.
- B) Any misconduct which the Librarian feels appropriate for termination of membership may be terminated from membership *on the approval of the Vice Chancellor*.

15. With-holding of results:

The *out-going students* are required to produce a *Library Clearance Certificate* from the Librarian, in the absence of which the results of their University examination are to be withheld.

16. Library Clearance Certificate for obtaining Migration Certificate: *Library Clearance Certificate* may be insisted from the students of Mizoram University seeking *Migration Certificate*.

17. Library Clearance Certificate for Employees:

'Library Clearance Certificate' will be insisted for every employee before releasing him/her from Mizoram University.

18. Refund of Caution deposit:

A member who has terminated his *Library Membership* may claim a refund of the *Library Caution deposit* from Finance Department of the University after producing the *'Library Clearance Certificate'* from the Librarian.

19. Reprography:

- A) Indents received will be executed in the order of their receipt in the section.
- B) The Photocopying charges will be ***decided by the Library committee.***
- C) Full payment will have to be made against receipt before taking delivery.

20. Mode of payment:

Any payment (*excluding Photocopying charge and late fine*) shall be paid to the Finance Department, Mizoram University.

21. Reference Section:

Reference books, rare books, unbound periodicals, bound volumes of Journals, and any other expensive or otherwise precious materials will not be issued, but will be kept apart in the reserve section of the Library for *on-the-spot* use by the members.

22. Stock Verification :

All materials on loan irrespective of the normal due date *shall be returned* in the event of stock verification.

23. General Rules and Code of Conduct:

- A) Personal belonging such as *handbags, files, umbrella, etc.* should be left with the attendant at the entrance inside the Library.
- B) Improper behaviour like *Smoking, chewing betel nut, spitting, eating, drinking, making noise and using Mobile phones, etc.* are not allowed inside the Library.
- C) Pet like *dogs, cats etc.* shall not be brought inside the Library.
- D) Library Members must not cause any disturbance or engage in any behavior which interferes with library activities. Proscribed behaviour includes (*but is not limited to*) *verbal abuse, threats of violence, sexual harassment, or use of aggressive words to harass any person.*
- E) Library members must not carry *lethal weapons* or other *potentially dangerous items* inside the library.
- F) Stern action will be initiated against library members/visitors found vandalizing or defacing *library reading materials, furniture, equipment, library building, etc.*