

7. General Rules

- i) At the time of entering the Library all personal belongings, printed materials, personal books, photocopied materials, etc. shall be left at the property counter at the risk of the owner.
- ii) Smart Card is necessary to enter in the Central Library. Signature is necessary at the time of entry and exit in the library.
- iii) While going out of the library, users should ensure that they carry only their personal writings materials, otherwise disciplinary action will be taken against them
- iv) While in the library all persons shall observe basic and elementary principles of library ethics and obey the rules and procedures of the library. Silence is to be maintained strictly.
- v) The library users should not use the mobile phone inside the library to avoid disturbance to others.
- vi) Members must register their permanent address at the office of the librarian and notify any change in writing
- vii) Books are issued can not be returned on the same date.
- viii) Library can recall any issued book even before the due date.
- ix) Books belong to the Institute Central Library may be brought into the Library only when these are meant to be returned at the Library Counter.
- x) For using the books as "Counter Copy" and using Electronic library, user must submit the Identity Card. Electronic Library is meant only for viewing the CD-ROM and online journals, E-books and other databases.
- xi) Members are responsible for books issued against their lost card
- xii) The pest control of the Central Library normally held on the last Friday of every month. For that purpose the members cannot access the library from 7:30 p.m. on that particular day.
- xiii) The library rules framed herein above may be altered, amended or new set of rules may be added, as may be required from time to time.

8. Appeal to the Users

- a) Do not hide, mishandle or upset the arrangement of books/journals. Such practices create problems for other readers. It is not easy for the Library staff to trace misplaced books or journals.
- b) Please do not replace a book on shelves. We will do it for you. Remember, a misplaced book is equivalent to a lost one. Think how disappointed you will be when you fail to locate a book on its designated place.
- c) Readers should not write in, mark or otherwise disfigure/damage books, furniture etc.
- d) Do not tear off pages from books or journals. Do not deprive other readers of a benefit you are keen on getting. The copy of the book or journal you are mutilating may be the only copy available in the whole of the region or in the whole country.
- e) While entering the library, keep your personal belonging in the property counter and declare the checkpoint staff the items you are carrying while entering and exit from the library.
- f) Let us understand that a haphazardly used library is a chaotic library, which is of little use to a user. Let us remember that disciplined use adds to a library's overall serviceability.
- g) Please do not use your mobile phone inside the library. It disturbs others. Keep it silent.
- h) The library is your own property: Help us to maintain it well.
- i) If you face any difficulty please do not hesitate to contact the Library Staff.

INDIAN INSTITUTE OF SOCIAL WELFARE & BUSINESS MANAGEMENT
Rules of the Central Library

1. Working Hours

The working hours of the central library of the Institute shall be as follows:

Monday to Friday: 10:00 a.m. to 8:45 p.m.

The library remains close on Saturday, Sunday and Institute's Holidays.

2. Membership

- i) Each member will be given an Identity card and Membership cards.
- ii) To get enrolled as a member, a person shall fill up and sign the enrolment form. The student shall get it recommended from the respective head of the department or course coordinator. In absence of them, Registrar can recommend the student.

3. Lending Service

Students can borrow 02 books for 15 days. Library deposit as per rules.

4. Condition of Lending

- i) Borrowers must satisfy themselves about the physical condition of the books before borrowing. Otherwise they shall be held responsible for any damage or mutilation noticed at the time of returning. At the time of borrowing a book, either for use in the library Reading Room or for use at home, every borrower should examine it carefully and bring immediately to the notice of the Librarian / Assistant Librarian or the in-charge of the issue counter the cases of mutilation, defacement or damage, if any. Otherwise, if these are detected subsequently, the person to whom the book was issued last will be held responsible and he / she shall be liable to compensate The Library in such a way as may determined by the Librarian.
- ii) For the loss of books, the member shall replace the same by a new one (latest edition). If the book is not available in the market then the borrower will pay a price, which would be determined by the current market value of the book.
- iii) An overdue charge of Rs. 5/ per volume per day shall be charged if a book is kept beyond the period of loan. Member, who repeatedly fail to return books on due date, may lose the privilege of membership of the library.
- iv) Members must show their membership card and Identity card at the gate and at the time of borrowing / returning books. No books would be issued / returned without verifying the Library Identity card. Membership cards are not transferable.
- v) Reference books, rare books and periodical publications, CD-ROM, Video cassettes are meant for reading / viewing inside the library only.

5. Loss of Cards

Members are responsible for books issued against their lost tickets

A member, who losses Membership card and / or Identity Card shall inform the issue counter and do the necessary formalities. A duplicate card may be issued on payment of Rs. 50/- for each duplicate card. One-week time will be taken to issue such duplicate card. The member shall be required to sign an indemnity bond for the purpose.

6. Library Clearance

- i) Members shall produce Clearance Certificate to the respective department at the time of receiving mark-sheet, refund of library deposit money, etc. Librarian will issue the Clearance Certificate after the member has returned all the books issued and surrendered the Membership cards and Identity card.
- ii) If a depositor does not claim refund of library deposit money within 2 years from the cessation of his membership of the library, the deposit amount will lapse.
- iii) Rs. 50/- will be charged to issue duplicate clearance certificate.