

# 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>	
<b>A. Teachers</b>	10	15 days	nil	nil
	10	1 Semester	nil	nil
<b>B. Administrative Staff</b>				
i) Officers	4	15 days	nil	nil
ii) Other staff	2	15 days	nil	nil
<b>C. Students</b>				
i) Post Doctorate	6	15 days	Lib. Fee + Lib.Caution as + deposit applicable + as applicable + +	subject to Change from time to time
ii) Ph. D	6	15 days		
iii) M.Phil	6	15 days		
iv) Post Graduate	4	15 days		
v) Professional course/ Under Graduate	4	15 days		
<b>D. Guest Teachers</b> <i>(to work more than one month)</i>	5	15 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.*