

INDIAN INSTITUTE OF CARPET TECHNOLOGY

LIBRARY

RULES

1. Working Hours.

The library is open on all the days of the year 2004-05 from 10:00 AM to 5:00 PM in summer/winter (Except on Sundays/ Holidays). These hours may be curtailed or extended under special circumstances by prior notice on the Notice Board.

2. Membership.

The membership of the Library is open to bonafide student/ Staff Members and others with permission. All person, entering the premises of the Library, are required to show, on demand their Identity Cards to janitors at the entrance.

3. Restricted Section.

- i. "Reference and consultation books" shall not be lent out of the library.
- ii. Every reader using the reference section of the library shall return the book (s) consulted either to the librarian or his assistant (s) at the reference counter before leaving the library.
- iii. Staff of the library working in the reference section will assist readers in locating information and sources on the subject of their study and research.
- iv. Readers in possession of periodicals, reference books etc. should pass them on to any other reader who may require using them, when such a request is made through any of the Library Staff Members.
- v. If a reader has not finished any book and he want to continue with it the next day, he should put a slip with his/her signature and date and inform at the reference desk.
- vi. If a reader wants any pages of a book to be photocopied he/ she should contact the reference desk for permission to get the same photocopied and make payment for the same, if applicable.

4. Borrowing Rights.

All members as per rule 2 may borrow books.

- i. Each borrower can borrow two books at a time. In exceptional cases, requests for additional books will be considered.
- ii. Books will be loaned for a period of seven days.
- iii. Books may be re-issued after the loan period of seven days, if there is no call for it, at the discretion of the Librarian.
- iv. The Librarian can call any book on loan, if it is required in the Library urgently, even if it is not due to be returned.
- v. Sending of reminders is not obligatory for the library.
- vi. No reader shall take a book or journal or any other material out of the library without having it properly issued to him/ her.

5. Cost of damaged/ lost books and periodicals

- i. If any books or periodicals is damaged or lost by the borrower he/she will either replace it or pay its cost. It will have to be replaced by a new book or periodical of the same or later edition, at his/her cost. If the book/ periodical is not available them photocopy and binding charges may be charged from the person who has lost it.
- ii. The price of a rare/ out of print book will be determined by the competent authority and it shall be paid by the person responsible for the damage or loss of the book/periodical.
- iii. If a volume from a multi- volume set is lost or damaged the price of the whole set will be charged, unless the volume of the set lost can be obtained separately, in which case the cost of the particular volume alone will be recovered.

6. General Instruction

- i. Every reader entering the Library should sign in the visitor's Register kept for the purpose at the entrance gate of the Library.
- ii. Personal/Issued books are not allowed in the library but in certain cases with the permission of the Librarian, books may be taken in.
- iii. Writing and making any kind of mark in a book or a periodical is forbidden.
- iv. Cutting or tearing of any photo or page from any publication is prohibited.
- v. Observe complete silence in the Library.
- vi. Readers are not allowed to take their belongings inside the Library.
- vii. All articles being taken out of the Library are subject to inspection at the exit gate.
- viii. It is the responsibility of every borrower to keep the borrower tickets in safe custody. If there are lost, report should be immediately made to the Librarian. Duplicate borrower tickets cab be had on payment of Rs. 10/- if there are lost/ damaged.

7. Discipline

- i. All readers are required to observe discipline in the Library, and adhere strictly to its rules and regulations.
- ii. The Librarian is authorized to terminate the membership of any borrower if he/she is found guilty of misbehavior.
- iii. Behave with the staff nicely in order to get good and quick service from them.

Librarian