



# LIBRARY USE POLICY

## A. General Rules

1. The Library is to be used for the purpose of academic study, research, consultation of subject, and other related material. Everyone in the library shall respect the rights of other users.
2. Entry will be restricted to MPSS Library Card /ID Cards holders only.
3. A person desirous of using the Library shall enter his/her name, details and time of entry legibly in the Register kept at the entrance.
4. Users will be allowed to bring Note books, writing materials and pen or pencil for making notes. Marking on the books are strictly prohibited.
5. Books, Journals, etc. taken from the shelves for reading should be left on the reading tables after use and “NOT” to be replaced on the shelves to avoid misplacing of the same. The Library Staff will shelve the same.
6. Readers are requested to handle Library property carefully to avoid any damage. No person shall engage in any conduct that disturbs or interferes with the legitimate use of the Library, including, but not restricted to the following:
  - a) No users may misfile, misuse, disarrange, damage or attempt to damage any library resources.
  - b) Users must not bring their personal belongings like personal books, briefcase, umbrella, boxes, bag, etc. into the library. The same may be left in the dedicated space provided at entrance of the library. Users are advised not to keep their valuables in this property counter. The library is not responsible for the loss or damage of any such article.

c) All users leaving the library must show their belongings, books, folders, papers, etc. in their possession, at the Checkpoint of Entry/Exit gate of the library. Users may also be asked to open for inspection any receptacle carried out of the library.

d) Users should not mark, underline, write or tear pages. Users shall be responsible for any damage to the documents or any other property belonging to the Library, and shall be required to replace such library resources/property damaged or to pay the value thereof.

7. Silence must be strictly observed both by the users and the library staff. Engaging in loud conversation/discussion or group study inside the reading halls is strictly prohibited. Discussion is permitted in group study rooms only.

8. Use of Cell phones is not allowed. If readers wish to keep them while using the library, they must be switched off or to be kept on silent mode.

9. Use of eatables, drinking, and sleeping in the Library are strictly prohibited.

10. Except with the approval of the Library Authority, notices, broadsheets, handbills, newspapers, or other materials may not be displayed in the Library.

11. Improper use of library facilities by user(s) will lead to the suspension/termination of his/ her membership or may be lead to suspension of library privilege.

12. Users should inform the Library as soon as possible of any circumstances (such as illness or hardship), which might affect their use of the Library and their ability to comply with the Rules and Regulations. The Library Authority has the discretion to grant special privileges on compassionate grounds.

13. Enforcement of these rules for users may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the Library staff on Duty at that time.

a) In the case of minor disruption, the user receives two warnings. At the third warning, the user must leave the library for rest of the day.

b) Library Users causing destructions/misconduct on repeated visits will be warned by the Chief Librarian that they will not be allowed to enter the Library if the behavior continues.

c) Library Users who engage in destructive behaviors that interfere with others use of the Library, who engage in behaviors that violate Library rules may be banned permanently from the Library premises and a disciplinary action may be taken with due approval of the competent authority.

14. The library rules and regulations may be modified from time to time and shall be binding on all concerned.

### **B. Loss and Damage of Library Resources**

1. The borrower will be responsible for loss of any book(s) and other resource(s) issued against his/her ID.

2. If a user loses or damages library resources, he/she should report the loss in writing to the Librarian, otherwise he/she pays the accrued fine from the date the documents are due for return.

3. Replacement Process:

a. The borrower may replace a lost library document with the same edition of the document or by a latest edition.

b. The cost of out-of-print document will be:

i) 3 times the cost of the lost document at the current exchange rate in case of foreign document.

ii) 3 times the cost of the lost document in INR in case of Indian book(s).

### **C. Photocopying Facilities**

The photocopying service is provided in the Library to cater to the requirements of the library users. This service is limited to library material, including copying research papers published in journals, conference proceedings for academic and research work without violating the Copyright Act.

Charges:

1. Rs. 2.00 (Two Rupee) per page for A-4 size

2. Payment Mode: Cash only Timings: 9:00 AM to 4:00 PM on all working days only.

Note: Photocopy service is not available on Sundays and declared holidays.

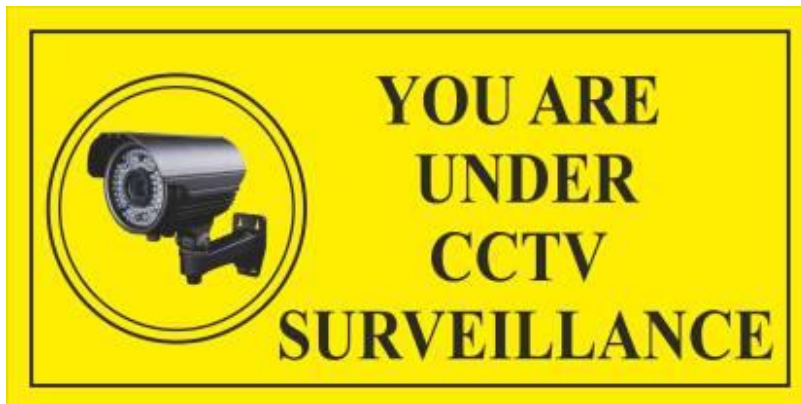
### **D. Computers and Internet Access**

I. Computers are placed at different locations in the Library for accessing the resources for academic and research work. These should be used exclusively to access OPAC (Online Public Access Catalogue) of MPSS Library, subscribed/purchased e-resources. Because these computers are shared resources, users may be asked to limit time spent on these computers.

- II. Users should not use the Library Computers facility in a manner, which will bring disrepute to the name of the Library. Disciplinary action will be taken against those breaking the rules.

Please note, in particular, that the following are not allowed:

1. Accessing of undesirable Internet sites and downloading, printing and circulating of undesirable materials.
2. Unauthorized use of passwords. Computer accounts and passwords must be kept strictly confidential.
3. Installing and running computer software(s), this is not owned by the library.
4. Changing the PC system setup.
5. Duplicating any software or audio-visual programmed. This infringes copyright regulations and offenders will be liable for legal action.
6. Chatting and playing games on Internet.
7. Creation, display, importation, circulation or storage of offensive material.



# Membership Form

Session : \_\_\_\_\_

Student's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Affiliation : \_\_\_\_\_

Contact No. (Mob.) & Email ID: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

Purpose for applying Membership: \_\_\_\_\_

Reference:

Name & Designation of the Referee: \_\_\_\_\_

Address of Organisation : \_\_\_\_\_

(Please read the Library Rules carefully). Please, enclose one passport size photographs and copy of Aadhar card with this membership form.

Declaration: I have read the rules of the MPSS Library Carefully.

Librarian's Signature

Applicant's Signature

\_\_\_\_\_

For Office Use only

Received with thanks, Rs \_\_\_\_\_ against Library Membership.

The Entry has been registered at page number \_\_\_\_\_ of Register and Membership Number is \_\_\_\_\_ as per record.

Paste your recent  
passport size  
photograph 4 cm  
x 4 cm do not pin  
or staple the  
photograph.

Authorized Signatory