

**IACS Library**  
**Rules and Regulations**

These Rules and Regulations have been made for the benefit of all Library users and for smooth running of the library

**1. Library Hour**

Monday to Friday: 9:30 A.M. - 7:00 P.M.

Saturday: 11:00 A.M. – 5:00 P.M.

**Borrowing Hours:** Issue of books will conventionally commence half an hour after the schedule time of opening and will be stopped half an hour before the schedule time of closing the library.

**2. Membership and Privileges**

Membership of the IACS library for the purpose of enjoying facilities of reading, online database searching and borrowing are open to;

**(a) Institutional Members**

- I. **Faculty members:** The permanent faculties will be allowed to borrow 15 books at a time for 3 months and one journal for one (1) week.
- II. **Scholar:** The regular Scholar of IACS will be allowed to borrow 4 books for 3 months
- III. **Non Academic:** The permanent non academic employee of IACS will be allowed to borrow 1 book for 3 months

**(b) Societal**

- I. **Life:** The life members of IACS should be registered in the library and will be allowed to enjoy only reading and online database searching facilities. They will not be allowed to borrow any documents.
- II. **Ordinary:** The ordinary members of IACS should be registered in the library and will be allowed to enjoy only reading and online e-resources access facilities. They will be not allowed to borrow any documents.

**(c) Temporary**

- I. **Individual coming from Academic Institute/University:** They will be allowed to avail library facilities except lending facilities on payment of a fee of Rs. 250/- per year.(+ 18% GST)

- II. **Individual coming from Corporate House/ Commercial Organization:** They will be allowed to avail library facilities except lending facilities on payment of a fee of Rs. 1000/- per year.(+ 18% GST)

**(d) Integrated PhD Students:** The students of Integrated Ph.D. program run by IACS can borrow 1 book for 1 month for the first two years of their course, Afterwards they will be treated as scholars of IACS.

**(e) Special**

I. **Part Time:** Should be part time scholar of IACS (renewable with faculty permission) and will be allowed to avail only reading and online e-resources access facilities. They will be not allowed to borrow any documents.

II. **Summer Project:** Should be M.Sc. student and doing project work under supervision of IACS faculty. They will be allowed to avail only reading and online database searching facilities and not allowed to borrow any documents.

III. **IPS (Indian Physical Society):** Should be member of IPS and membership card holder. They will be allowed to avail only the library reading facilities.

IV. **Guest:** They are the guests attending Conferences, Seminars organized by IACS/conducting research collaboration with IACS faculty, guest lecturers/scientists introduced by IACS faculty. They can avail only reading facility for stipulated period.

V. **Non Members:** Conducting research in other institution, introduced by faculty members of IACS can use library for one day and avail only reading facility.

**3. General Rules**

- a. Library members should always carry their library card and produce at the time of library entry point
- b. The membership cards are not transferable
- c. Members are obliged to record their name and entry time at the entrance to the Library while entering and leaving
- d. Members should keep their personal belongings at the specific place at the time of entering the library. The Library will not be liable for any loss/damage caused to the unclaimed deposits

- e. Conversation, gossiping, sleeping, smoking, loitering and food taking are not allowed within the library premises.
- f. Users are requested to switch off their mobile phones or in silent mode in the library premises.
- g. In case of loss/damage of library card a duplicate card will be issued on payment of Rs. 100/-per card.
- h. Library authority may restrict the issue of any library book(s) or demand any issued documents from the members as and when required.
- i. Entry with personal books (maximum two) inside the library is admissible only by recording the concerned book(s) into the library register at the circulation desk. The users are also bound to allow the library personnel to check the book(s) while leaving the library.
- j. Users may be liable to verification of their personal belongings by the library staff during check out.
- k. All users must leave the Library by closing time and immediately when the alarm sounds or when requested to do so by Library staff.
- l. Photocopy service is available to the members of IACS library at a nominal cost as follows:
  - IACS Faculty, Scholar and Int PhD Students
    - Free [for official academic purpose against the departmental requisition]
  - Non Academic staff of IACS - 50 paise per page
  - Others members - Rs. 1 per page, minimum Rs. 5/- (Advanced payment is required)

Officially no photocopy services are allowed against books and reference materials.

#### 4. Circulation Policy

- a. Members should examine the books carefully at the time of issuing it and should immediately notice of the concerned library staff at the issue counter about mutilation, defacement or damage of the books, if any
- b. Books and bound volumes should be handled with great care.
- c. The reference books and periodicals will be issued only to the faculty members
- d. Reissue/ Renewal of library books: Any student can reissue/renew the library books if there is no prior demand of the concerned books.
- e. Overdue charges for all members will be Rs. 1/- per day per book
- f. Loss of library book: person held responsible for loss/damage or mutilation of library books shall be liable to compensate the library by replacing with a new

copy i.e. current edition of the book. If the book is not available in the market, he/she must pay the library the price of original book.

**5. Computer Usage (Use of e-resources and online database) Policy**

- a. Use library computers only for access of online journals /databases
- b. Systematic downloading [annexure enclosed] or printing of entire journal issues or volumes or large portion of other e-resources is strictly prohibited
- c. Viewing, sending or downloading any offensive content in the library computer is not permissible
- d. Using external devices in library computer and installing or uninstalling any software programme(s) is not permissible
- e. Listening or viewing any video other than research/academic perspective is not permissible
- f. The available workstation/computer are meant for access of admissible library resources only and cannot be used for any sorts of personal desktop editing
- g. The workstation/computer cannot be kept occupied for more than one hour [maximum] at a stretch. The turn will pass onto the next user in queue automatically.

**The rules and regulations framed above are subject to change, may be altered and amended from time to time or new rules may be added by the competent authority and that will be effective and binding to all concerned.**