

Library Management Rules
Dr. Rohini Kanta Barua Law College
(Approved By the Governing Body of the college in its meeting
held on 20/11/2024)



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Library Management Rules

(Bye laws to run and manage the Dr. Rohini Kanta Barua Law College Central Library)

1. Short Title, Object, Extent and commencement:

- a. These rules shall be called “Dr R. K. B. Law College Library Management Rules,2024).
- b. The main purpose of these rules is to safeguard the common interest of all users and to enable the Library to carry out its functions as efficiently as possible.
- c. These rules shall apply to every students and employees of the college existing on and appointed after the date of its operation.
- d. These rules shall come into force from the date of its notification.
- e. These rules supercede all previous Library Management Rules.

2. Interpretation and Definitions:

- a. “Library” means Dr. R.K.B Law College Central Library
- b. ‘Borrower’ means a person who borrows an item from the library
- c. ‘Item’ means and includes book, periodical or other print or non-print library material or piece of equipment which is the property of or under the control of or in the possession of the library
- d. ‘Librarian’ means the person holding the position of librarian or his/ her delegate.
- e. ‘Library resource’ includes library items, electronic resources under the control or in the possession of the library and any physical area of the library.
- f. ‘Library staff’ means those persons who are employed to discharge the library duties.
- g. ‘Library Development Committee” means the advisory recommendation committee to consider policy matters and takes policy decision for benefit of the Library.
- h. ‘Staff’ means all the non-teaching employees of Dr R. K. B. Law College.

3. Library Working Hours:-

The library shall remain open on all the working days holiday.

1. Monday to Saturday- 10.00a.m. to 3.40 p.m.
2. Sunday & Holiday - Closed.

4. Library Membership:

The following persons are entitled to become members of the college library:

- a. Enrolled students.
- b. Faculty Members
- c. Staff

5. Borrowing from the Library:

- a. Books can be borrowed against a library membership card issued by the library to the borrowers.
- b. Borrowing facilities are given only to the members of the library.
- c. The library membership card is non-transferable and the loss should be immediately reported to the library.

6. Rules regarding Use of Library:-

- a. The Students must carry their College Identity Card/Library Membership Card with them at all time inside the Library. Showing the Identity Card is compulsory at the time of books check-out/check-in if asked for by the library staff.

- b. All readers are required to maintain complete silence and discipline in the library.
- c. The Library staff members at the time of entrance and exit from the Library is authorized to search the person or a reader if he/she suspects that he/she is carrying any item from the Library without prior approval.
- d. Students should enter his/her name, course, semester time-in and time-out in register kept at the entrance.
- e. All personal belongings, such as books, bag, coat, umbrella, personal files, Xerox material etc. must be deposited in the library counter at the time of entry in the library.
- f. Books are issued for teaching staff for the entire semester and for student/staff for a period of a Fortnight i.e., fifteen days in the first instance and if required, the same book can be renewed further one more time, for a period of a Fortnight. Hence no book will be allowed to be kept with a student/staff beyond thirty days (30 days).
- g. Library cards are non-transferable. The borrower card holders should come personally to borrow the books and authorization for borrowing of books is not allowed.
- h. Loss of books/damaged: every borrower from the library is responsible for the safe custody and return of the book borrowed by him/her. In the event of damage or loss he/she shall replace the book or pay the cost of the book. The person has to pay the fine plus the cost of the book plus processing charges at the time of clearance from the library.
- i. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, FIRE, DUST, INSECT, etc.
- j. Downloading of undesirable e-resources shall not be allowed and punishable if violated.
- k. Strict discipline should be maintained in the library. The position of the chairs and tables should not be changed or displaced.
- l. Beverages and eatables are not allowed inside the library. Smoking is not permitted in the library. Talking on mobile phones are strictly prohibited in the library
- m. All persons may be allowed admission to the library. However, the Librarian may at his/her discretion refuse admission, if he/she considers a person either of unsound mind, intoxicated or otherwise shabbily dressed. The decision of the Librarian or the next senior staff of the library in the absence of the Librarian shall be final in this matter.
- n. No reader is allowed to sleep in the library premises.
- o. The readers shall behave in a civilized manner. The Librarian may expel any person if he/she feels that the presence of such a person is liable to create a law and order situation.
- p. The readers are liable for punishment and fine if they either misbehave or damage the books or any other property of the library.
- q. Reference books, rare books and unbound periodicals may not be issued generally except with the written permission of the Librarian.
- r. The books may be renewed if the same are not in demand or are not reserved by other readers. The renewal will be done generally on the physical presentation of the books, but in special cases, renewals by telephone or by other means of communication may be allowed by the Librarian.
- s. If a member does not pay off the library dues, the privilege of borrowing books may be suspended till he/she deposits the requisite amount.

- t. A visitor/ guest may be permitted to use the Library with prior permission of the Librarian. In such cases, the visitor/ guest is required to produce a proper introduction letter from the concerned Institution/ Organization to use the Library facility.
- u. No photograph of the Library shall be taken without the prior permission of the Librarian.
- v. The librarian shall have the power to refuse the issue of book to any member or he/ she may recall any book without assigning any reason therefore.
- w. Student after returning of library books/documents should take No-Dues Certificate (NDC) /NOC from the Librarian before the end-semester examination.
- x. College Staff should take library No-Dues Certificate /NOC while resigning / Superannuation from the college.
- y. To obtain NDC/NOC the borrower must return books and library borrower's card without fail.
- z. Violation of library rules or misconduct by a member may invite discontinuation of the library privileges.

7. Loss of Library Card:-

A member who losses his/her library card shall immediately make a written report to the librarian. A duplicate card will be issued at the cost fixed by the college from time to time.

8. Limitations of Books for Faculty and Students:


- a. Students can borrow two books at a time.
- b. Teaching staff can borrow six books at a time.
- c. Non-teaching staff can borrow one book at a time
- d. The library development committee may suggest the limitation of books to faculty and students on the basis of their library collection.

9. The condition of loan:-

- 1. Borrowers must satisfy themselves about the physical condition of the books before borrowing. They shall be held responsible for any damage or mutilation noticed at the time of returning the books.
- 2. All borrowed books shall be returned on or before the due date marked on the due date slip in the book, failing which overdue charges shall be realized from the borrower. Repeated violation of this rule by the members may lead to suspension or cancellation of the membership of the default member.

10. Overdue Charges:-

If a borrower fails to return the books on or before the due date as indicated on the Due-Date Slip in the book, he/ she shall be liable to an overdue charges of Rs 5/- per book per day.



(Dr Gautomi Dutta)
Principal and Secretary
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