

NIPER, Hajipur

Library & Information Centre (L&IC)

Library Rules and Regulations

- The entry in the library will be allowed with valid Id card only.
- The users shall maintain perfect order and silence in the library and should switch off their Mobiles or keep them on vibration mode.
- Making noise, spiting, eating and smoking is strictly prohibited in the library.
- Kindly *SWITCH OFF LIGHTS AND FANS* when not required or while leaving the reading halls.
- *MISUSE OF LIBRARY FACILITIES* is an offence and calls for disciplinary action as decided by the competent authority.
- The library will not be responsible for member's personal belonging/property lost in the library

1. Library Membership

All the students, faculty members and employees of the NIPER,Hajipur are eligible for membership of the library. At present, Library is catering to the information needs of more than 200 users.

2. Lending Services (Issue and return)

Reference books, journals, thesis and dissertations and news papers are strictly means for reference only and thus, not to be issued.

Privileges & Duration:

User Category	General Books	
	No of books	Issue Periods (days)
Faculty	6	30
Non-Teaching Staff	4	30
PhD Students	4	15
Masters' Students	2	15

2.1 Rules for Issuing book

- Books will be issued only on production of a valid Students/staff ID card.
- Books will be issued only to individuals and not to group(s) or Department(s).
- Only Text Books will be issued. No other items or documents shall be issued.
- Students are urged to verify the physical condition of the book(s) before borrowing.

2.3 Overdue charges

- Borrowed book should be returned within the due date; otherwise two (02) rupee per day per book will be collected from the user as overdue charge. All the overdue charges must be paid by the library user before issuing another book; otherwise issue facility may be withdrawn

2.4. Book Renewals

- Books must be physically presented for renewals. The renewal can be done for another period of 15 days/30 days, if there is no demand for the books.
- The library will have the right to recall any book at any time, if required.

2.5. Replacement of lost/damaged Book

- In case of damage or loss of books, the member shall be required to replace the book of same edition/latest edition with processing charges of Rs. 50/- or pay the replacement cost which will be double the price as in accession register or actual current price (if in print) along with the processing charges of Rs.50/-. If the user chooses to replace the book by a second hand copy, the L&IC may accept it or at the discretion of the LIO considering the condition of the book.
- In case of foreign books, the price paid will be calculated in foreign currency and converted to Indian rupees at current rate of conversion.
- A Xerox or photocopy of a book shall not be acceptable in lieu of a printed book.
- A soft cover or low priced edition will not be accepted in lieu of a hard cover edition.
- If the user loses one volume of a multi-volume set and is unable to replace the lost volume, he/she has to pay the cost of the entire set of volume with admissible fines and processing fee.
- In case of loss of rare/valuable books, Director may impose more fines/disciplinary action in conjunction with above rules with the recommendation of the Library & Information Officer (LIO).

3. Photocopy Service for Library Users: Library & information centre provide photocopy service to students and charging 2 rupees per page. The payment for the same has to be made at Finance and Account Section and the receipt of the same is to be submitted to library.

4. Library Timings

Weekdays: Monday to Friday- 9:30 am- 6:00 pm (issue-return up to 5 pm)

Lunch Break - 1:30 pm 2:00 pm

Weekends: Saturday & Sunday- Closed

Library will remain closed on all Gazetted holidays

5. TERMINATION OF MEMBERSHIP:

- Mutilation/Stealing: Person found guilty for the act
- Misbehaving

Librarian is authorised for terminating the membership

The library rules may be altered or amended or new rules may be added to the existing one from time to time without any notice to the members.
