

Library Rules, 2018

The library of the Pollution Control Board, Assam situated in its Head Office Building of the Board shall be governed by the following Rules –

1. Library Days/Hours

- i. The Library shall remain open on every working day from 11.30 AM till 3.30 PM.
- ii. In any official half-day, the Library shall remain open from 11.30 AM till 12.30 PM.

2. Use of Library

- i. All members of the Pollution Control Board, Assam are member of the library of the Board irrespective of rank and profile, and therefore, have free access to the library services.
- ii. Briefcases, handbags, baggage, etc. shall not be allowed to be brought into the library, and the same, if any, shall be left on the storage facilities provided at the entrance of the library.
- iii. Silence must be observed strictly in the library. Group discussions/ mobile phones/ personal stereos/other audios shall not be allowed in the in the library.
- iv. Smoking, eating and drinking is strictly prohibited inside the library.
- v. The readers should check the book thoroughly for missing pages, chapters, pictures etc., while borrowing the book. Mutilated or spoiled books shall be replaced by the borrower.
- vi. No person shall reserve a working place in the library by leaving library material or personal property on a reading table. The library staff is not responsible for loss of any personal property inside the library.
- vii. The librarian / library in-charge / library attendant, if finds any person guilty of disorder behaviour or inconsiderate conduct or of any breach of these rules, may force the concerned person(s) to leave the library immediately.

- viii. No unauthorized person shall enter or be in the library for any purpose.
- ix. Outside persons are not permitted to use the library service unless there is a written permission from the Authority of the Board.
- x. No library material can be taken out of the library without permission of the librarian/ library in-charge/ library attendant.

3. Care of Books and other Library Materials

- i. Users shall not mark, underline, write, or tear pages or otherwise damage the library books/documents. Users indulging in such practices may be debarred from using the library or may be required to pay the full price of the Book(s) or may be required to replace the Book(s).
- ii. No person shall deliberately or carelessly mutilate, deface or displace any library material or piece of library equipment. Any person responsible for the deliberate or careless mutilation or defacement or misplacing of library material, furniture or equipment may be required to pay the full cost of replacement of any article defaced, mutilated or lost in addition to any fine or other disciplinary action imposed.
- iii. Book(s) or other material(s) consulted in the library by any user shall be handed over to the librarian/ library in-charge /library attendant before leaving the library.
- iv. In case of loss of book(s), document(s)/ irreparable damage/ mutilation of document(s), the borrower will be liable to either replace the lost/damaged book(s) with a new copy of same edition or pay the present cost of the book(s) and additional 10 per cent of the present cost of books as processing charge and overdue (late return) fine, if any. In case of foreign publications, current exchange rates of relevant foreign currencies will be applied to calculate the cost of the book(s)/documents. In case of rare or out of print or valuable document(s), the amount of penalty will be decided, on case-to-case basis, by the Authority of the Board. Replacement by photocopied version will not be accepted in any case. In case of loss/damage/mutilation of a volume of a multi-volume set, where single volume of the set cannot be purchased, the borrower shall be liable to replace the whole set of the same edition.

4. Use of Library Computers

- i. Users shall not damage or tamper with the computing equipment, its systems, programs or other stored information.
- ii. A user shall not use the computing facilities for purposes other than academic pursuit.
- iii. The use of facilities for the display, storage or transmission of offensive, obscene or defamatory or illegal materials is strictly forbidden and violation of this will attract legal/departmental action.
- iv. A user shall not breach the privacy of any information held by the Board in its computing facilities.
- v. Copying of the software loaded in the library computers is not allowed.

5. Borrowing facility

- i. All employees of the Board are eligible to borrow books and other materials from the library. No outsider is allowed to borrow books and other materials.
- ii. An Employee of the Board can issue a maximum of 3 books at a given point of time from the Book Bank Section and can keep the books with them for a period of maximum 2 months.
- iii. Borrowers can get the book(s) reissued on or before the due date by intimating the Library. Overdue books will not be reissued.
- iv. Books borrowed should be returned on or before the due date of return, if returned late overdue fine will be charged for the delayed period at the rate of Rs. 10/- per month or a maximum of Rs. 200/- per book with due approval of the Authority. Books issued with special approval of the Authority of the Board for special purposes of the Board shall not fetch any overdue fine.
- v. Sending reminders to defaulters is not obligatory on the part of the Library.
- vi. The librarian may recall any book from any member at any time and the member shall return the same immediately.
- vii. The books in the Reference and Journal Section – Encyclopaedia, dictionaries, environmental law books, journals, general magazines, periodic, and newsletters

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etc., shall not be issued to any member of the Board, which are meant for the use within the library.

- viii. Readers can claim (reserve) books which are issued out. Claimed books are kept reserved for the claimant for 3 days from the date of return by previous borrower. One reader can put maximum 3 claims. Books are reissued only if there are no claims.
- ix. Book issue register(s) – manual or digital or both manual and digital, shall be maintained for keeping record of borrowers, like – personal information of the borrowers as in office record, date of issue, date of return, record of late return fine, record of other fine at the time of borrowing of book(s). Signature of the borrower in manual book issue register(s) at the time of borrowing and returning of the book(s) is must.
- x. The discretion/decision of the Authority of the Board on any matter pertaining to Library services shall be binding upon the Library users.

6. Purchase of Books/ Journals/ Reports/ Periodic/ Magazine/News Paper etc. and Record Keeping.

- i. Purchase of Books/ Journals/ Reports/ Periodic/ Magazine/News Paper etc. shall be made on direction of Hon'ble Chairman/Member Secretary or by the librarian/library in-charge or on written demand from the employees of the Board following the official procedure.
- ii. Purchase shall be made directly from the publishing houses/retailers by the librarian/library in-charge or through the committee, which shall be constituted for the purpose from time to time, after due consultation and approval of the authority.
- iii. Entry of all books with all relevant information, like – writer's name, publication house, price etc., shall be made in the Accession Register(s) – manual or digital or both manual and digital, along with serial number and other specification, if any.
- iv. Entry of Journals/ Reports/ Periodic/ Magazine/News Paper etc. shall be made in separate register.

