




RULES AND REGULATIONS FOR CENTRAL LIBRARY Rajendra Institute of Medical Sciences, Ranchi

Pages: 07


Version 1.0

Dated: 04.09.2023


I. Rules reviewed by:

Name and Designation	Signature with date
Dr. (Prof) Hirendra Birua Chairman, Library Committee, RIMS, Ranchi	 10/10/2023

II. Rules approved by:

Name and Designation	Signature with date
Dr. (Prof) Vidyapati Dean (Academics), RIMS, Ranchi	 10/10/23

III. Library rules and regulations accepted by:

Name and Designation	Signature with date
Dr. (Prof) Rajiv Kumar Gupta Director RIMS, Ranchi	 10/10/23

Serial No.	Current Version Number	Effective Date	Description (Changes from the previous)
01.	1.0	24.08.2023	Not Applicable

I. General Rules:

1. Library books are not transferable.
2. Library cards will be issued to the UG and PG Students of RIMS, Ranchi only after the permission of the chairman Library committee or a person authorized by the Chairman of the library committee.
3. HS and Intern students can use the library. However, they are not entitled to borrow the books.
4. Loss of library ID card should be reported immediately to the Librarian and the ID card number must be blocked in the library to avoid misuse of the card. A duplicate card will be issued on payment of Rs. 500/- (Rupees Five hundred only) along with a copy of the First Information Report (FIR). Before reporting of a loss of a card, any loss arising from misuse of the card will be the sole responsibility of the cardholder.
5. No dues from the library would be sought from all the members before leaving the institute.
6. Central Library follows an open-access system.
7. Bags, Briefcases, Laptop bags, Personal Books, Aprons, etc. are not allowed inside the library. They can be kept in the locker situated at the property counter near main gate of the library at the owner's risk. The users are advised not to leave expensive items with the property counter. Library staff will not be responsible for any loss or damage.
8. A person desirous of using the library shall enter his/her name, ID card number, and the time of entry legibly and sign in the register kept at the entrance for the purpose.
9. Members can reserve the documents they desire to borrow by filling in the 'Reservation Slip'. Intimation about the availability of the document(s) will be given

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to the members when they are available for issue. The reservation will be strictly on first-come-first-served basis.

10. Strict decorum and discipline must be maintained in the library. Users must ensure that rights of other users of the library are not breached in any way by their own acts of omission or commission.
11. **Smoking is strictly prohibited inside and near of central library/reading hall.**
12. **Eating or chewing of tobacco/bubblegum, spitting, drinking, sleeping, loitering, and gossiping inside the central library or reading hall is strictly prohibited. Action will be taken for breaking of rules.**
13. Personal belongings of the library users may be thoroughly checked by the library/security staff whenever required and the users shall not object to this.
14. The use of cell phones is not allowed. If readers wish to keep them while using the library, it must be switched off.
15. Books or documents must be left on the reading table while leaving the library; they must not be placed back on shelves in the book rack to avoid wrong placement.
16. Readers should not mark, underline, write, or tear pages or otherwise damage the library documents. No Library material can be taken out of the library without permission of the Librarian.
17. No Library material can be taken out of the library without permission of the Librarian.
18. Photocopying service is available for library members at nominal charges. All photocopying must comply with copyright provision.
19. Some items in the library cannot be copied because of copyright laws and brittle/fragile condition.
20. The discretion/decision of the Director /Library committee on any matter pertaining to Library services will be binding on the library users.
21. Anyone who violates the rules and regulations of the library may be debarred from using the library facilities or other punishments due for a breach of law or norms of public order and decency.
22. Non-members can use the library resources on the library premises with the permission of the Chairman of the Library Committee.

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23. Users assume the obligation of keeping the library materials in good condition. Sending reminders to borrowers for overdue books is not obligatory on the part of the library.
24. The borrower should check the fitness of the document before getting it issued. Any discrepancy should be brought to the notice of the staff at the Circulation Counter who will put necessary remarks on the document before issuing. The borrower will be held responsible for any defect/damage found at the time of the return of the document, if not recorded on it earlier, and will be liable to pay the penalty as decided by the Chairman, library committee/ librarian.
25. Any document issued may be recalled by the library before the due date of return without assigning any reason and the borrower must abide by the decision of the Librarian.
26. Disfiguration, damage, or marking of any kind on any book or any other material belonging to the library is punishable.
27. Fine on overdue items will be charged at the rate of Rs.2/- per day per volume for the first 30 days and after 30 days Rs.10/- per day per volume for the rest of the days across member's categories.
28. A User going on leave with or without salary, deputation, study leave, or extra-ordinary leave will have to return all borrowed material before leaving RIMS Ranchi.
29. The newspaper(s) should be folded properly after reading and kept back in the designated place.
30. Users are fully responsible for the books/any other material borrowed in his/her account. Hence, members are advised not to sub-lend the materials borrowed from the Central Library.
31. No visitor or guest is permitted to use the Central Library without prior permission of the Chairman, Library Committee.
32. All the users are advised to enter the Central Library premises in a decent dress (sleeveless clothes, half pants, shorts, crop tops are not allowed).
33. Users should keep the central library informed of any change of address during the period of their membership.

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34. Reference titles, scholarly journal articles, and thesis will not be issued to any user. However, the Librarian may consider issuing select titles to the faculty members only.
35. **Books in the Welfare Section will be issued to the same category of users.**
36. Books in the General Section shall be used by all category users without any restriction of category.
37. Books may be renewed up to two times provided there is no reservation against such titles.
38. Books should be brought physically for return and renewals. A renewal over telephonic/verbal requests or written communication would not be entertained.
39. If a book is not returned within the borrowing period, issue of additional documents may be stopped.
40. In exceptional cases, a document may be recalled before the due date if required urgently in the Central Library. Failure to respond promptly to such requests may lead to suspension of Central Library privileges.
41. The 'Issue Transaction Slip' should be handed over to the attendant/security guard at the checkpoint/exit before taking the issued books out of the library premises.
42. Suggestions regarding the purchase of books/other materials, subscriptions, improving of library services, complaints, etc., may be sent at clibrary60@gmail.com
43. The chairman of the library committee has the power to cancel the membership and refuse admission to anyone who violates the rules and regulations of the library or indulges in any other type of misconduct.

II. Loss/ irreparable damage/ mutilation of document(s):

1. In case of loss of document(s)/ irreparable damage/ mutilation of document, the borrower will be liable to pay two times of cost of the book(s) as per the library record. Overdue charges will also be applicable.
2. In case of foreign publications, current exchange rates of relevant foreign currencies will be applied to calculate the cost of the document(s).

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3. The member may also replace the lost/damaged book(s) by a new copy with the same edition.
4. In case of loss/damage/mutilation of a volume of a multi-volume set, the borrower is liable to replace the full set with the same edition in case the single volume of the set cannot be purchased.
5. In case of rare or out of print or valuable documents, the amount of penalty will be decided, on case-to-case basis, by the chairman of the library committee.

III. Cyber Library Rules:

1. Cyber Library is to be used for academic purposes only.
2. Online Chatting in the Cyber Library is not allowed.
3. Browsing of dating or social networking sites are strictly prohibited. Strict disciplinary action will be taken against the members.
4. Members must carry their Library ID card while using the Cyber Library. They must show their ID card on demand.
5. Members are not to share their Net access ID and Password with other students.
6. Changing the settings and display of the computers kept in the cyber library/reading hall is not permitted.
7. Playing games on computers is strictly prohibited in the entire Library premises.
8. Members must take care of their Pen drives, CD/DVD ROMs, Cell Phones, and Wallets etc. Librarian or the library staffs will not be responsible for any theft or loss.

Note: In case of any matter/issues which are not enumerated above, the decision of the library committee will be final and binding.

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Timing:

The Central Library shall remain open on all working days from 9.00 A.M. to 5.00 P.M. and Circulation (Issue/Returns) Timing will be 9.30 A.M. to 4.30 P.M.

Digital Library is available round the clock.

Borrowing Privileges:

Borrower's Category	Borrowing Period
Faculty	20 books for 60 days
Researcher/Scholars/SR	15 books for 45 days
UG & PG Students	10 books for 30 days
Staffs	03 books for 30 days

IV. Reading Hall Rules:

1. The right to use RIMS Reading Hall is exclusively reserved for the members of Central Library, RIMS, Ranchi.
2. Members should produce their Library Membership card at the entrance.
3. The seats are to be used/occupied on a first come first first-served basis.
4. Capturing/reserving seats for friends/future use is strictly prohibited. Other scholars may remove the bags and books if they are left unattended on the tables.
5. Readers should not scribble on tabletops or damage them.
6. Readers should not clutter the table with heaps of books and other reading materials.
7. Readers should not leave bags/books/copies on the table and cannot claim, capture, and reserve seats for future use.
8. Reading Hall shall remain open from 9 am till 8 pm on all days including Sundays and holidays (except national holidays).

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References:

1. Library Rules, Central Council of World Affairs, New Delhi
2. User Guidelines, Central library, Central Institute of Psychiatry, Ranchi
3. Rules and Regulations, Dr. B R Ambedkar Central Library, Jawaharlal Nehru University.
4. Library Rules and Regulations, Indian Institute of Management, Raipur.

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