

Doon Library & Research Centre

21 Parade Ground, Dehradun 248001

Phone: +91 135 2711485; Telefax:+91 135 2713065

Email: doonlib@yahoo.co.in; Web: www.doonlibrary.org

LIBRARY MANAGEMENT RULES

1. ADMISSION TO THE LIBRARY :

The public shall be admitted to the Library between 10:00 Hrs and 18:00Hrs, provided that person not of sound mind or found undesirable or offensively unclean in person or dress or intoxicated or suffering from any infectious disease shall not be admitted to the Library.

2. WORKING HOURS :

Hours : Working from 09:30 Hrs to13:30 Hrs and 14:30 to 18:00 Hrs (Normal Working Hours)

Issue-Return : from 10:00 Hrs to 13:30 Hrs & 14:30 Hrs to 18:00 Hrs

3. MEMBERSHIP :

Only persons residing or having their business in or around Dehradun shall be registered as members.

Reading material shall be lent out for home reading only to registered members.

Membership of the Library shall be provided on production of ID and address proof viz. (a) Photo ID Card of Educational Institute where the student is studying; (b) Voter ID Card; (c) Driving License; (d) Passport ; (e) Aadhaar Card

Membership can be obtained by any person by depositing the prescribed membership fee and security money along with duly filled membership form. There are 6 category of membership, which is given below :

3.1 DONOR :

- INSTITUTIONAL : Institutions that give a donation of at least Rs. 2.5 lakhs to the Library.
- INDIVIDUAL : Who give a donation of at least Rs. 25,000 to the Library.
- Donor member will also become life member of the Doon Library & Research Centre.

3.2 INSTITUTIONAL :

- Educational & Research Libraries and Registered NGOs who pay an annual membership fee of Rs. 12,500.
- Institutions may nominate a maximum of 10 staff members by name who may borrow books from the library..
- Institutions members will also have the privilege of availing the facility of inter-library loan as per library rules.

3.3 SENIOR CITIZEN :

- Senior citizen who pay an annual membership fee of Rs. 300 and security deposit of Rs 1000.

3.4 LIFE MEMBER :

- Who pay one time membership of Rs.2,000 (valid for a maximum period of 20 years).
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3.5 ORDINARY MEMBER :

- Individuals (below 60 years Of age), who pay an annual membership of Rs.300 and security deposit of Rs. 1000.

3.6 STUDENT :

- Bonafide doctoral students duly recommended by their supervisor or Head of Institution, who pay an annual membership fee of Rs. 150 and security deposit of Rs. 1000.

3.7 SHORT TERM MEMBERSHIP :

- Short-term Membership valid for three months on payment of Rs.100 as membership fee and a refundable security deposit of Rs. 1000.

4. LOAN PRIVILEGE :

4.1 Loan privilege for various categories of members will be as under :

(a)	Donor	i) 4 Books for a period of maximum 30 days ii) 2 CDs/ audio video cassettes for 2 days
(b)	Institutional	i) 2 Books for a period of maximum 15 days ii) 2 CDs/ audio video cassettes for 2 days
(c)	Senior Citizens	4 Books for a period of maximum 30 days
(d)	Life Members	4 Books for a period of maximum 30 days
(e)	Ordinary Members	2 Books for a period of maximum 15 days
(f)	Students	2 Books for a period of maximum 15 days
(g)	Short-term Member	2 Books for a period of maximum 15 days

4.2 Overdue books will attract a fine as fixed by the Library from time to time.

4.3 Reference books, rare and Out Of Print books, and periodicals will not be issued to any member.

4.4 Membership shall be at the discretion of the Doon Library & Research Centre.

5. RETURN OF PUBLICATIONS :

5.1 Any member may be asked to return any publication (s) by the Librarian prior to the expiry of the period of issue. Such request will be conveyed to the member in writing or telephonically. The member should return the publication (s) within 24 hours of such request.

5.2 Members should return the publications issued to them at the expiry of the period of issue. Members may reserve the documents for re-issue as per the terms of para 6 below.

6. RESERVATION/ RE-ISSUE OF PUBLICATIONS :

6.1 Members can reserve the publication(s) they desire to borrow which are issued to other members by giving a request to the circulation in-charge at circulation counter. Library staff will intimate the concerned individual about the availability of the publication when the publication (s) is/are available for issue. The reservation will be on first-come-first served basis.

6.2 Donor, Senior Citizen and Life Member get the facility of re-issue of publication one time only, if the said publication is not reserved or demanded by any other member.

6.3 Members other than those mentioned under para 6.2 may have the facility of re-issue of publication twice, if the said publication is not reserved or not in demand by any other member.

7. BEHAVIOR OF MEMBERS INSIDE LIBRARY :

7.1 Persons entering the library will enter his/her name and mobile number in a register kept at the entrance.

7.2 PCs, Lap-Top, Floppies, Pen Drives, umbrellas, rain-coats, sticks, briefcases, boxes, bags, folders and other receptacles shall be left at the entrance. The Library, shall not, however be responsible for any loss/damage done to or replacement made of the articles deposited at the lockers/entrance.

7.3 Library is strictly a " **Non-Smoking Zone**".

7.4 Use of Mobile Phones and similar devices is not allowed inside the library.

7.5 Eating, gossiping, spiting, sleeping and loitering are strictly prohibited inside the Library.

7.6 Dogs and other animals shall not be admitted.

8. LOSS/DAMAGE OF PUBLICATION :

For loss of publication (s) by a member, he/she must

8.1 replace by the latest library edition (hard bound) copy of the same document(s), if available , **or**

8.2 in case, document(s) is/are not available in the market then pay up to 2 (two) times of the latest catalogue price or latest known cost.

8.3 No person shall write upon, damage or mark upon any book or publication belonging to the Library.

8.4 No person shall tear and mutilate the pages of any book or publication belonging to the Library.

8.5 Readers shall be responsible for any damage done to the Books or any other property belonging to the Library and shall be required to replace such books or other property damaged or pay the value thereof as per rules. If one book of a set is damaged the person responsible shall be liable to replace the whole set or pay the value thereof as per rules.

8.6 Damages to the publications, if any, will be assessed by library staff at the time of returning the publication(s). Such damage should be made up by the individual in a reasonable period of time (not exceeding 7 (seven) working days).

9. INDENT BOOKS :

9.1 Members may place their indent for publications by providing full Bibliographic details of publication(s) such as author, editor, title, subtitle, edition, place of publication, publisher, year of publication, ISBN and cost etc. in a register kept in the Library for this purpose.

10. PERSONAL BOOK/BOOKS IS/ARE NOT ALLOWED INSIDE THE LIBRARY. IF ANY BODY FOUND WITH THE PERSONAL BOOK/BOOKS INSIDE THE LIBRARY, HIS/HER MEMBERSHIP WILL BE TERMINATED IMMEDIATELY.

The members shall be bound by these rules, procedures and practices in force time to time.

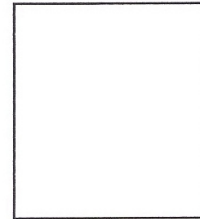
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APPLICATION FORM FOR INDIVIDUAL MEMBERSHIP

MEMBERSHIP CODE :-



Category of Membership : [] Door
[] Life
[] Sr. Citizen
[] Ordinary
[] Ph.D./M. Phil. Student

Ph.D/M. Phil (* Student members must provide a certificate from their Ph.D. Supervisor or head of the Institution certifying that they are bonafide student of the Institution and are registered for Ph.D/ M.Phil)

Full Name in capital letters

Birth of DateAge.....Occupation.....

Father/s / Husband's Name.....

Occupation

Permanent Address

.....PIN No.....

Local Address

.....PIN No.....

Phone No.Mobile No.

E-mail address:

I have read the rules of the library and agree to abide by them

Date:

(Signature of Applicant)

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FOR OFFICE USE

Rupees Rs.(Rupees

.....)

vide receipt No.....dated.....and enrolled

as Donor / Life / Ordinary / Ph.D / M. Phil Student Member No.

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Authorised Signatory