

**JAIPURIA INSTITUTE OF MANAGEMENT NOIDA
LIBRARY AND RESOURCE CENTRE (LRC)**

RULES & REGULATIONS

A. Membership:

The Library and Resource Centre (LRC) is primarily meant for the faculty and all students of the institute. Members of the Board of Directors and Jaipuria, Noida staff can also avail LRC facilities. They all will be treated as bonafide members of the LRC. In addition, institute library extends facility to external users also under Corporate Membership Scheme after charging a prescribed fee for the same.

A1. Membership Fee:

There is no separate membership fee for the students, faculty and staff and Members of the Board of Directors.

LRC offers two types of Corporate Membership to external users.

1. Corporate persons (Working): Rs. 1000 per month plus a refundable security of Ten Thousand Rupees.
2. Membership offered under CSR initiatives: Research scholars, unemployed researchers: Rs. 500 per month only plus a refundable security of Ten Thousand Rupees

B. Working Hours:

LRC opens six days in a week i.e. Monday to Saturday.

Non-summer Vacation Timings: 08.00AM to 08.00PM

LRC will remain closed on Sundays, Second Saturdays and Gazetted Holidays. However, during examinations period, library will open all seven days a week.

Any change in the LRC timings (other than above) will be notified in advance.

C. Member's privileges:

1. Books:

Borrowing facilities are given only to the members of the LRC against the Non-Transferable Identity Card issued by the Institute to the member. Borrowing is permitted only through the Circulation Counter. The timings for the issue and

return of books are 30 minutes after and before the opening and closing time of the LRC. The loan entitlement to members is as mentioned in the table given below:

Category	Entitlement of Books	Loan Period
Students	05	07 days
Faculty	20	90 days
Research Scholars	03	10 days
Staff	05	30 days
Temporary Member	01	07 days
Corporate Member	02	15 days
Member under CSR category	02	15 days

2. Journals:

- i. Current Journals/Magazines are strictly for reference purposes in the LRC, and will not be issued to any one. If there is an urgent need, then the back issues of a few journals/magazines can be issued for over-night against the Library Membership Card. Corporate/CSR category members cannot get journals issued.
- ii. In case a Journal/Magazine is lost from the member, double the cost of the Journal/Magazine shall be payable along-with a fine of Rs. 500/-. Failure to deposit the cost of the lost Journal/Magazine along-with fine within two days, of the date of return, may result in debarring from LRC facilities.

3. Reference Books/Text Books/Project Reports:

Reference books and textbooks are strictly for reference purpose and shall be used in the LRC premises only.

4. Newspapers:

Newspapers are strictly for reference and must be read without removing any page.

D. Photocopies:

Photocopies of articles and news, published in journals/magazines, newspapers, reference documents, etc., will be available on payment. In this case the document will be issued to the user for half an hour against the library/identity card. The photocopy charges are to be deposited with the photocopy machine operator.

E. Loss of Identity Card:

Loss of Identity Card must be reported immediately to LRC in writing. For issue of a duplicate card, member needs to get in touch with IT department. The member

who has lost the Identity Card shall be held responsible for all the books/journals issued on the lost card.

F. Rules for Issue and Return of Books or other documents:

- a. A document issued may be renewed up to two times provided there is no reservation against it.
- b. Reissue of books is not allowed during the examination period.
- c. Book(s) lost by any user/student must be reported to LRC immediately and replace with the same within two days from the date of loss. If the book lost is not replaced, the defaulter will have to pay double the price of book/document or shall pay the penalty imposed by the Librarian.
- d. During mid-term examinations books will be issued only for over-night, and a fine of Rs.25/- per day will be charged on overdue books, from defaulters.
- e. The LRC can refuse to issue books or LRC use, to a member having unpaid dues.
- f. Certain documents like reference books, textbooks, rare books, current & bound periodicals etc are intended to be used only in the LRC premises.
- g. In special cases the librarian may authorize the issue of the any document, mentioned under the Rule 'f' above, to a library member.
- h. Members are not allowed to borrow books on the card of another member.
- i. Members proceeding on long leave or on deputation etc. exceeding three months should return LRC documents that are borrowed.

G. Rules for Book Reservations:

Book(s) can be reserved if required. However, the LRC will not keep the book reserved for more than one day, and thereafter, the same book will be issued to the next student in waiting.

H. Overdue Charges:

- i. Books must be returned at the Circulation Counter on or before the due date. Failure to return the book(s) in time shall entail a fine @ Rs. 5/- per day per book up to 2 days, @ Rs. 10/- per day up to 4 days and @ Rs. 20 per day if book is overdue for five days or more.

- ii. Any further delay will result in debarring the defaulter from the LRC facilities with other penalties.
- iii. The Librarian can recall any book(s), issued to any one, at any time to meet urgent demand. If the book is not returned to meet the urgent demand a fine of Rs. 20/- per book per day shall be imposed.

I. General Rules:

- i. Every student must possess his/her ID card while making use of the LRC facility and produce the same to the LRC staff on entering the library.
- ii. All LRC users must swap their ID card in the electronic gadget or sign in/out Register lying at the 'Check Point' in the LRC.
- iii. While entering in the LRC, users/students should leave their personal belongings such as bags, personal books, magazines, umbrellas, water bottle etc. at the counter reserved for this purpose. Only note-books and laptops are allowed to carry inside the library.
- iv. All the members must produce their Identity Card on the Circulation Counter at the time of issue/return of the books. The LRC Staff may refuse entry to those who do not produce valid Identity Card.
- v. Users should maintain peace in the LRC and should not disturb other readers. Defaulters will be debarred from LRC facilities.
- vi. Chatting loudly, eating, drinking, smoking, listening to phone and music is strictly prohibited in the LRC Premises.
- vii. LRC users are requested to keep their mobiles off or in silent/vibration mode. Failure to do will be debarred from LRC usage.
- viii. No document issued brought to the library unless for returning.
- ix. Users are responsible for complying with copyright act while photocopying library documents.
- x. LRC follows open access book system. Books should be handed over to the LRC staff on duty or placed on the reading table. Books should not be shelved by the readers. It must be remembered that a book misplaced is a book lost.

- xi.** LRC users must assure, before leaving the Issue Counter as to whether the books are in a complete and sound condition or not, otherwise he/she will be held responsible for any damage if the book is found damaged in any manner.
- xii.** Users/students leaving the LRC should permit the LRC staff to examine their personal belongings, to prevent slippage of LRC material, even by default.
- xiii.** Users/students of the LRC should not deface, mark, cut pages mutilate or damage the reading materials in any way. Users doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage document. In case a user repeats the offence a second time, his/her LRC Membership is liable be impounded and the Membership Card will be terminated with immediate effect.
- xiv.** While leaving the LRC, user should ensure that they carry only those books that are duly issued on their names, otherwise disciplinary action will be taken against them.
- xv.** Any user/student found stealing a book, tearing off leaves of a book or damaging or mutilating a book, shall be liable to pay cost of the document(s) (books, journals/magazines, news-papers, etc.) and a fine of Rs.500/- in addition. In this regard, the Discipline Committee will be requested to take appropriate action against the defaulting user/student.
- xvi.** The LRC rules and regulations shall be modified from time to time and shall be binding on all concerned.
- xvii.** All LRC members are expected to read the notice board for library notices and other latest updates about the LRC.

Students violating the above mentioned LRC Rules or found guilty by the LRC Staff, his/her LRC Membership will be suspended and also debarred from LRC facilities with immediate effect.

All users of the LRC are requested to make themselves familiar with the LRC systems and procedures in order to make the fullest use of the LRC facilities. The cooperation of the user is earnestly solicited in the observance of the LRC rules. Full co-operation to help the users to get the books and information efficiently and effectively is ensured. In case of any problem the user may see the Librarian. Your suggestions towards making the LRC facilities more useful are always welcomed.

LIBRARIAN