

NORTH EASTERN HILL UNIVERSITY REGULATIONS**RD-4****ON REPROGRAPHIC MATERIALS TO BE MAINTAINED IN DEPARTMENTAL LIBRARIES**

1. Each member of the faculty will be entitled to get copies of reading materials extending to about 200 pages per course xeroxed from the Library free of cost.
2. Such reprographed reading materials will be properly recorded and maintained in the departmental library for future reference and use.
3. This facility will be available in case of periodical articles, chapters of books and other materials not easily accessible to the students.
4. Requisitions in prescribed proforma will be received by the library through the Head of the Department.
5. Requisitions will be sent by the department well in advance to enable the library to provide the materials at proper time. One month's notice will be essential.
6. The ratio of copies to be xeroxed will be 1:5 students.