NORTH EASTERN HILL UNIVERSITY REGULATIONS

RD-5

ON LIBRARY

Eligibility for Library Membership

1. The following shall be eligible to become members of the Library:
   (a) Teachers, students, officers and other employees of the University.
   (b) Retired teachers and officers of the University who are residing in Shillong/Kohima/Aizawl.
   (c) Teachers of affiliated colleges of NEHU.
   (d) Any other person whose name is recommended by the Head of the Department and approved by the Vice-Chancellor/Pro-Vice-Chancellors in the case of Mizoram and Nagaland Campuses.

Procedure for enrolment

2. All categories of members shall fill in the prescribed forms and make the necessary deposit to become members of the Library. Members will be given Pass Book/Borrowing Cards for borrowing books.

Loss of Pass Boos/Card

3. If a member loses a Pass Book/Card, it should immediately be reported to the Librarian. The Librarian may issue a duplicate set of Cards/Pass Book on payment of a fine of Rs.5/-.

Termination of Membership

4. Any member intending to terminate the membership shall return all the books borrowed. On surrendering the Pass Book/Cards, the Librarian shall issue a “no dues” Certificate.

Refund of Caution Deposit

5. A member who has terminated his membership may claim a refund of the caution deposit from the Finance Department of the University after producing the “no dues” Certificate from the Librarian. In case of members who do not have to make any caution deposit, the accounts will be settled only on production of a “no dues” Certificate from the Librarian. Similarly in case of teachers of affiliated colleges the Principal will settle the accounts only on production of a “no dues” Certificate by the teachers from the Librarian, North- Eastern Hill University.

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Conditions Regarding Issue of Books

6.

Category of members	No. of Vol.	Loan Period	Amount of Caution Deposit
A. Teachers	20	1 month	NIL
B. Technical Staff	6	5 days	NIL
C. Administrative Staff			
(a) Officers	4	15 days	NIL
(b) Other Staff	2	15 days	NIL
D. Students			
(a) Research Students (Ph.D)	6	15 days	as prescribed in Ordinance OF-1
(b) Research Students M.Phil	6	15 days	
(c) Post-Graduate Students	4	7 days -	
E. Teachers of affiliated colleges & Other categories	2	15 days	Rs.500+Rs.50 Library fee

Responsibility of Borrower

7. Each borrower will be responsible for the books borrowed against the Card/Pass Book issued to the member and for the return of the books to the Library without damage.

Suspension of Membership

8. In the event of misuse or damage of the books borrowed by a member, the Librarian will have the power to suspend the member and report the matter to the Vice-Chancellor for appropriate action.

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Damage of Books 9. If any member of the library is found guilty of mutilating or defacing a book, writing in the margin or on the print, or of destroying or damaging Library property, such members shall be required to replace such books or properties damaged. If such book is one of a set or a series and the volume cannot be obtained singly, the members shall be asked to replace the entire set or series. Such members may also be fined for the offences and debarred from further use of the Library.

Terms 10. Reference books, rare books, unbound periodicals and any other expensive or otherwise precious material will not be issued but will be kept in the reserve section of the Library for on the spot use by the members. However, the Librarian may, at his discretion, permit overnight issue of such materials to the teaching staff only.

Re-issue of Books 11. Books can be re-issued to the borrower for another week/month provided those books have not been requisitioned by any other members. However, re-issuing will be done only after the books have been first returned and entry made in the book card.

Loss of Books 12. If a book borrowed is lost, the member who borrowed it shall have to replace it.

Delays 13. Any member delaying the return of a book after the due date will be fined 15 paise per book for each day of delay in the return of a text book used for overnight use will be fined @ 25 paise per book for each hour of delay for the first day, Rs.10/- the second day and if the book is not returned by the third day, the facility of overnight issue will be withdrawn for one month.

Withholding Results 14. The outgoing students are required to produce a clearance certificate from the Librarian in the absence of which the results of their University examination are liable to be withheld.

Special Powers 15. The Librarian shall have the power to refuse the issue of a book or to recall any book from a borrower if it is considered necessary in the interest of the Institution.

Condition of Loan 16. Members shall take books on loan in person. However, teachers and other officers may borrow books through an authorised agent and with a letter mentioning the names of the volumes required.

General 17. (a) Personal belongings such as handbags, umbrellas, files, personal books, etc. should be left with the attendant at the entrance of the Library.

(b) Smoking, chewing betel, speaking and talking is not allowed inside the Library.

(c) Pets like dogs, cats, etc., shall not be brought into the Library.

(d) Books, periodicals, etc., taken by members from the shelves may be left on the tables provided for this purpose.

Stock Verification

18. All materials on loan, irrespective of the normal due date, shall be returned within a fortnight in the event of an annual stock verification.

Reprography

19. (a) Indents received will be executed in the order of their receipt in the section.

(b) The indenter will have to sign an undertaking to the effect that the material reprographed will be used only for teaching and research purposes.

(c) The charges for each xerox copy will be Rs.0.50 only (fifty paisa only).

(d) Full payment will have to be made against receipt before taking delivery.