

LIBRARY TIMINGS

Monday to Saturday: 10 AM to 6 PM Reading Room Timings

Monday to Sunday: 8 AM to 8 PM Issue & Return

Monday to Saturday :10:10 AM to 5:50 PM

BRANCH LIBRARY & OFFICE TIMINGS

Monday to Saturday: 10 AM to 6 PM Library, Office and Branch libraries will remain closed on all gazetted holidays declared by Chandigarh Administration.

MEMBERSHIP AND RULES

*Membership is open for the residents of Tricity, i.e., Chandigarh, Panchkula & Mohali; & outsiders.

*Membership fee (Refundable) is Rs. 1000/- for Tricity residents and Rs. 2000/- for Outsiders and Rs. 3000/- for institutional membership;

*Attach one passport size photograph and residence proof i.e Adhaar Card for tricity residents and Adhaar, Electricity Bill/ Rent Agreement alongwith undertaking for outsiders with the membership form;

*Membership card is not transferable.

*Duplicate card will be issued on the payment of Rs. 50/-;

*Member should carry his/her library membership card while visiting the library;

*The member, however, will continue to be responsible for any loss which the library may suffer through the loss or misuse of his/her card.

*Members should keep the Library informed of any change of address, mobile number and e-mail to the library immediately;

* Any misuse of the Library privilege shall be considered as a breach of discipline and the Librarian shall have power to take such action as he considers necessary after consider the matter in the internal committee of the library;

*Any misbehave with the staff members on duty will call for a strict action decided by the Librarian Incharge on the recommendation of the internal Committee.

*For any other enquiry call on 0172- 2702565 in working hour of the library.

*Library can withdraw/amend any services on his discretion without any intimation;

*Home bound services are only within Chandigarh area for senior citizens, permanently/temporary disabled persons only;

*Seat hogging in the library is not allowed;

*Members have to be abide by the rules/instructions displayed in the library from time to time;

*Members are advised to see the notice board regularly for any updation;

*Members are responsible for their belongings in the library premises; library will not be in case of Rare and Reference books responsible for any kind of theft;

*For any complaint and suggestion write in the complaint and suggestion register kept at the counter;

ADMISSION TO THE LIBRARY

*Admission to the library is open to members only except newspaper section.

CIRCULATION

SENIOR CITIZENS

4 Books : 28 Days

4 Magazines : 28 Days

GENERAL PUBLIC

2 Books : 14 Days

2 Magazines : 14 Days

*The Librarian is empowered to recall any book at any time if necessity arises.

*Reference books and rare books are placed in restricted category and are not to be lent out except in very special cases where the rule may be relaxed on the recommendation of the Librarian Incharge and at the discretion of the Librarian of that particular section.

RENEWAL OF BOOKS

*The loan of a book may be renewed at the discretion of the Librarian, if it is not in demand.

*Call on 0172-2701269 for renewal of books;

LOSS OF BOOKS

*Books lost, damaged or injured in any way shall have to be replaced by the borrower with latest editions;

*In case of set of volumes, price for the whole set will be realised;

*In case the book is out of print or rare and its latest price is not available, the amount to be charged will be decided by the Librarian Incharge;

*In case of payment of lost book/s one third amount of the book/s will be charged extra with the original price of the book/s;

*In case of Rare and Reference books which are either out of print or not readily available in the market, the amount to be charged can be five to ten times the cost of the book. In such cases the cost to be charged will be fixed by the Librarian-Incharge on the recommendations of the Librarian of that section;

OVER DUE CHARGES

An overdue charge of Re. 1/- per volume per day will be levied if a book is kept beyond the permissible period of loan. But for books issued for overnight use the rate of overdue charges will be Re.1 per volume per hour. Normal period for loan for such book will be from the hour before the closing of the library to one hour after the library opens on the next working day. These overdue charges may be remitted, in special cases, at the discretion of the Librarian. In case a member does not pay the delay fine, the Librarian is authorized to detain his/her membership card till the amount is cleared.

INTERNET SURFING

*Access to internet is only for the registered members only;

*User ID and password will be provided for surfing the internet;

*1GB per day data will be provided to members for Internet surfing.(Data Limit is reserved with the discretion of the Librarian Incharge and Internal Committee recommendations);

* Member will be responsible for misuse of internet connection and restrict his net surfing for educational site only.

*Browsing of any objectionable sites and illegal sites is prohibited and strict disciplinary action will be taken by the Librarian on the recommendation of the internal committee.

UNDERTAKING

I hereby undertake that I will abide by the rules and regulations of the library and I have read all the rules and regulations available on the website also.

Signature