

Jammu & Kashmir
Institute of Management, Public Administration and Rural Development,
Main Campus, M. A. Road, Srinagar-190001
www.jkimpa.nic.in Phone Nos. 0194-2472825

Sub: J&K IMPARD Library Rules & regulations- 2016

In supersession of all the previous orders/ circulars/ guidelines issued from time to time on the subject cited above, the revised Rules and Regulation for library have been approved by the Vice Chairman & Director General and are hereby notified.

Encl. six leafs



Deputy Director
IMPARD, Srinagar

No. IMPARD / lib/rules/92/2016/ 164,
Dated: 28 /03/2016

Copy to :

1. All faculty members/ officers of the Institute
2. All Section Heads
3. Ps to VC/ DG, fki VC & DG
- ✓ 4. System Administrator (To please upload on website)
5. Junior Librarian (Jammu / Srinagar) for necessary action
6. Concerned file.

J&K IMPARD Library Rules & Regulations -2016



Jammu & Kashmir
Institute of Management, Public Administration & Rural Development, (IMPA&RD)
M.A Road Srinagar/ Sidhra Jammu

Sidhra
28/3/2016

The Libraries of Jammu and Kashmir Institute of Management Public Administration and Rural Development (IMPA&RD) Srinagar/Jammu are open to all faculty members and non teaching staff of the Institute. The libraries can also be used by trainees, experts, consultants and other such people.

General Rules:

- a. These rules have been framed to help and promote, rather than to constrain use of library materials and services. These rules will take effect from the date of their issuance.
- b. The Institute's Library shall remain open on all working days as per the official timing from 10.am to 5 pm , however in case of any need/requirement in furthering the objectives of the Institute and providing better facilities for users the timings can be enhanced with the approval of the Director General/ Director.
- c. Any change in official timing will also be implemented for the working of the libraries
- d. Visitors/Members desirous of accessing the library shall enter his / her name, designation and time of entry and put signature in the register kept at the entrance for the purpose.
- e. Strict discipline must be maintained in the library. Users must ensure that rights of other users of the library are not breached in any way of their own acts of commission.
- f. Use of cell phones is strictly prohibited in the Library premises. The phones shall either be kept switched off or on silent mode.
- g. Readers should not mark, underline, write, or tear pages or otherwise damage the library documents.
- h. No library document can be taken out of the library without permission of the library staff
- i. Bags, coats, and other personal belongings are not allowed inside the library and must be kept at the entry counter / specified space.
- j. Competent Authority in Library would mean Librarian/In charge Library Section
- k. Any damage to the library Property except books will attract recovery as per the rules in Government . However, recovery if any would be dealt as per the depreciation policy of the Government and the amendments made in it from time to time.

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2. Membership to the Library:

- a. Membership of the library is open to all employees of the Institute.
- b. Trainees will be allowed to use the library resources on proper permission of the concerned course/ Activity Co ordinator.
- c. Any Non member can use the library resources in the library premises with the permission of the Library Staff
- d. Reference /Rare/Out of Print Books will not be issued for use out of the library
- e. The periodicals/Journals and Newspapers shall be consulted in the library only.
- f. The discretion / decision of the Competent Authority on any matter pertaining to library services will be binding on the library users.

3. Entitlement to Borrow:

A. Books

Designation	Book Limit	Period of loan
Faculty	10	30 days
Trainees	3	Training Period
Non-teaching staff	5	15 days
Contractual Employees* (Faculty & Non teaching)		15 days
Faculty	05	
Non Teaching	02	
Others**	02	15 days

B. Other Publications (only in rare cases):

Designation	Category of Publication	Period (Days)
Faculty	Reference and Not for Issue (NFI) books, Manuals, CD-ROM, CD-ROM (with books), Bound Volumes, Annual Reports, Project Reports.	05 days
Trainees	-do-	03 days
Non-teaching staff	-do-	03 days
Contractual Employees*	-do-	05 days (only faculty)
Others**	-do-	02 days

Note: Library can recall the same if urgent need arises.

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*Contractual employees would mean persons engaged by the Institute for shorter period on need/project/assignment basis.

**Others mean any professional/consultant/expert not directly connected with or on rolls of the Institute.

- Any professional / consultant expert not directly connected with or on-rolls of the Institute can be allowed to use the library on the permission of concerned Faculty head/Officer of the Institute.
- In case of trainees books to be issued only on the recommendation of the activity co-coordinator. However, the trainee will have to deposit his / her Identity Card or any other acceptable proof in the library till the return of the books.
- Employees working on contract for a defined period will have to return all the books to the Library Fifteen Days (15) prior to the expiry of the contract. Finance Deptt. will ensure that their last month's salary is not released till NDC is issued by the Library. Library staff will ensure that books to such value are issued to this category which is less than the one month's salary/emoluments due to the concerned person.
- Borrowers are advised to check the book/s while borrowing and they will be responsible for any type of damage or mutilation noticed by the library staff at the time of return
- On demand a book/books so issued can be re issued for a period of thirty days.
- Members can register their requisition for a book/s which stands issued out.

4. Late Return / Book Lost:

- a. In case of any book/s being lost, the borrower shall replace the book by same edition or latest edition. However if the book cannot be returned/replaced then following will apply.

S.No	Nature of Publication	Cost to be Recovered
1.	Books Published During last Five years	Double the Printed/Actual Cost
2.	Books Published prior to Five years	Triple the Printed/Actual Cost

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- b. Books will be issued for a period given at 3(b) failing which fine @ Rs. 2/- per day shall be charged from the due date till the book is returned to the library.

5. Cyber Library Rules:

- a. Cyber library is to be used for academic purposes only.
- b. Online chatting in the Cyber library is not allowed.
- c. Browsing or dating, social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- d. Changing the settings and display of the computers kept in the cyber library / reading hall is not permitted.
- e. Playing games on computers is strictly prohibited in the entire library premises.

6. No Demand Certificate (NDC):

- a. While seeking No Demand Certificates (NDC) for whatever reason from the Institute, NDC shall also be obtained from the Library.
- b. Issuance of books to the trainees will be subject to the recommendation of the Programme coordinator, and For this purpose Course participation certificates will not be issued to participants of the training programs before NDC is issued by the Library. Therefore, liaison between such programme co coordinators and library will be required so that both the parties are aware about the issuance of books to such trainees, and return of the borrowed books is therefore assured.

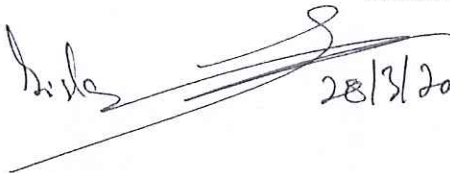
7. Old Outstanding Books till Dec, 2015.

Some of the Employees, Ex. Employees and some other officers have taken books from the Institute Libraries from time to time. A number of reminders have been given to each borrower but no response is being received from the borrowers. As a one time last opportunity final notice will be sent to all such borrowers, for returning their borrowed books latest by 30.04.2016, failing which they will have to pay double the actual cost of the borrowed books by ending may,2016 . In case any one of them fails to return the books/pay the cost,by the fixed date , accounts section of the Institute shall debit the outstanding amount from the monthly salary of the employees in maximum seven installments. In case of other borrowers the accounts Section will take up the issue with their concerned DDO's/Pension payment authorities for the recovery.

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In case of rare/out of print book/s a properly bound Xerox copy of the book available in any other library can also be accepted as a replacement at the discretion of the librarian.

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