



NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

REVISED LIBRARY RULES

1. Service Hours

- The library remains open from Monday to Saturday. The service hours of the library are as follows:

Monday to Friday: 9.00 a.m. to 8.00 p.m.
Saturday: 10.00 a.m. to 5.00 p.m.

2. Membership

- All the bonafide users of the NIEPA which include the Faculty, Research Scholars, MAED Students, and participants of various national/international programmes organized by the Institute are allowed to use the library.
- The retired faculty of NIEPA may be enrolled as member against a security deposit of Rs. 5000/- (refundable)

3. Visitors

- Consultation facility is available for Faculty, Research Scholars and Students of other Universities/Institutions (with a recommendation letter from the concerned Department/Organization) for a short period (5-7days).
- The visitors should bring University issued original and valid ID.

4. Borrowing Facility

The books may be borrowed by the members as per the category of users and their entitlement. The library membership ID for users is generated using LMS Libsys10. Hence no separate library membership cards are issued to the users.

S. No.	Category of Member	No. of Books	Loan Period
1.	Teaching	10	60 days
2.	Non-Teaching	03	15 days
3.	Project Staff (Academic))	03	15 days
4.	Research Scholars	07	15 days
5.	MAED	05	15 days
6.	Participants: IDEPA/DEPA/ Training programmes	02	05 days
7.	Retired Faculty	02	30 days

**** In case of DELNET Book, all members may borrow only one book at a time for 7 days only.**

5. Condition of Loan

- Loan shall be renewed for a further specific period and the book borrowed must be presented in the library for renewal.
- Books more in demand may not be renewed and reserved.
- The books may be borrowed only for the valid period. In case the scholar/student is given extension beyond the period of their tenure, he/she should produce extension letter for borrowing the books from the library.
- Librarian reserves the right to recall any issued book even before the due date.
- All members should return the books before proceeding on long periods of absence (more than one month) on vacation/field work.
- Loose issues and bound volumes of periodicals are not issued. However, light reading magazines are issued only for overnight purposes and are to be returned the next working day.
- Borrowers must satisfy themselves about the physical condition of the books before borrowing; otherwise, they will be held responsible for any damage or mutilation noticed later or at the time of returning.

6. Inter-Library Loan through DELNET

- The NIEPA library is a member of DELNET to promote the sharing of resources at the national and international level. A MoU was signed by the NIEPA and DELNET in the year 1994. All members may submit ILL request from DELNET at the Circulation Desk.

7. Overdue Charges

Books that are returned after the due date are considered overdue. The overdue charge is calculated at the following rates:

S. No.	Criteria for the overdue charges	Charges (Rs.)
1.	First 7 days (grace period) after due date	No charges
2.	First 30 days after the grace period	Rs. 1/- per day
3.	Next 30 days	Rs. 2/- per day
4.	After 60 days	Complete cost of the book
5.	After due date in case of DELNET Book on ILL	Rs. 10/- per day

8. Cost Recovery of Books Lost and Damaged by the Library Members

- If a member loses or damage any book issued to him/her, she/ he shall be liable to replacement with a new copy of latest available library edition or payment of its current price plus 25% of the price to cover services and binding charges.
- When a book is not known to be in print but the imprint date is within the preceding five years publisher's price plus 50% of the book price will be charged.
- When the book is not known to be in print but the imprint date is within preceding ten years publisher's price plus 75% of the book price will be charged.
- When the book is under the Rare Book category, the Vice-Chancellor shall determine the price and his decision for the recovery charges shall be final.
- If a volume of a set is lost or damaged, the current price of the whole/complete volume set will be charged.

9. Library Clearance

All members shall be liable to obtain "Library Clearance" from the library after returning all the library books before they leave the Institute.

10. Use of the Library

10.1 Usage Policy of e-Resources

- All e-Resources are subscribed by the NIEPA library for academic purpose only and exclusively restricted to the authorized users of the Institute. Users should not share their Username and Password with anyone in case of VPN.
- These resources can be searched, browsed and material may be downloaded and printed as single copies of articles as is done in the case of printed library material.
- The terms and conditions for using these resources are spelled out in electronic resource license agreements with each publisher. It is the responsibility of individual users to ensure that the use of electronic resources does not breach the terms and conditions specified in the license agreements. Breaches of the license agreement with publishers could result in the suspension of access to the resources for the member institution.

10.2 General Rules

- Every person who enters the library will sign the visitor register with his/her mobile number and address.
- All the users of library are expected to maintain silence and decorum of the library.
- Use of mobile phone is prohibited, especially in the areas where the users are engaged in study and research.
- Smoking is not allowed inside the library.
- Users are not allowed to carry eatables/drinks inside the library premises.
- The seats are to be used/ occupied on the first come first served basis.
- Personal bags should be kept at Property Counter at own risk. No valuable items, e.g., Laptop, mobile, money, ATM Cards, etc. should be kept inside the bags. In case of loss of such items, the Library shall not be responsible for any such loss.
- Users shall not bring their personal books and other printed materials inside the library including library books borrowed by them (except to return them).
- Readers shall not carry books from one floor to another and should leave the books on the reading table after consulting.
- All users must prepare to leave the library ten minutes before the closing time and leave the library as per the specified closing time of the library. Items available for loan may be borrowed until ten minutes before closing time.
- Users shall not remove/ unplug computer cables/ connections, network cables, and other peripherals/ accessories in the library.
- Users must take care of their pen drives, mobiles, wallets, etc. The library is not responsible for any losses.

- Users shall not write upon, damage or mark any book belonging to the Library. Marking, scratching, damaging, mutilating, stealing, library materials, or property will invite disciplinary action against the defaulters as per the Institute's norms.
- Users shall hand over the material used in the library to the library staff or may leave them on the tables. They shall not themselves restore them to the shelves.
- Membership privileges of a user can be suspended on account of misbehavior with the library staff or for indecent behaviour. Maintaining discipline in the broadest sense is the motto of the library.
- Any violation of these Rules shall lead to forfeiture of the membership of concerned member. Appropriate disciplinary action may also be imposed by the Vice-Chancellor.
- These rules are subject to revision/updation from time to time without assigning any reason. The Librarian, with approval of the Vice-Chancellor/Library Committee reserves the right to add, delete, or modify these rules as when required. For latest Library rules and regulations, please check Institute website/Library webpage.