

LIBRARY RULES

Membership of the Library

The provision of membership is Centralised and will be regulated from the Central Secretariat Library, Shastri Bhawan, New Delhi. The borrowing members are entitled to use the facility of other branch libraries of CSL. Membership of the Library are categorized into following:

- a. Central Government Employees.
- b. Special Members.
- c. Casual Members.
- d. Corporate Members.

CONDITIONS FOR ENROLMENT OF MEMBERS:

1. MEMBERSHIP TO CENTRAL GOVERNMENT EMPLOYEES:

- A Central Government employee, whose office is located in Delhi/New Delhi, may become a member of the library. His/her application should be recommended and duly forwarded by the administration wing of the Ministry/ Department/Office, where the applicant is employed.
- All retired Central Government employees are entitled to become members of the library by getting the membership form duly filled up by providing their PPO Number in the form. They are also required to deposit a refundable security of Rs. 500/- at the time of enrolment and a non-refundable annual membership fee of Rs. 250/- p.a. to borrow two books from the library as per the rules.

SPECIAL MEMBERS: Special Membership of the library can be given to eminent scholars, researchers, academicians and any other individual by the Director, CSL by submitting the required membership form with refundable security deposit of Rs. 500/- and non-refundable annual membership fee of Rs. 500/- p. a. for borrowing three library books as per the rules of the library.

CASUAL MEMBERS: This category covers consultation members those who want to consult the library resources, however, they can use a photocopying facility available in the library on payment basis as per the library rules. For the purpose one has to enroll himself a casual member of the library by giving the address proof such as voter ID Card, Ration Card etc. or a letter from the institution with which they are affiliated. No books will be loaned to Casual Member. They are also requested to adhere to the norms of the library.

CORPORATE MEMBERS: Any organization in Delhi can become a member of this library by depositing an annual membership fee of Rs.1500/- per year (non-refundable) regulated through their library. They will be entitled to six library tickets for borrowing out of the lending collection.

LIBRARY HOURS: 9.00 A.M. to 6.00 P.M. Monday to Friday.

9.00 A.M. to 5.30 P.M. on Saturday (for consultation only).

The library will remain closed on all public holidays notified by Government of India. All users must prepare to leave the Library ten minutes before closing time and to be out of the building by closing time. Items available for loan may be borrowed until ten minutes before closing time.

READING MATERIAL WHICH CAN BE LENT OUT : The following categories of books can be borrowed by members:

Books from the Area Study Section of CSL, Shastri Bhawan within 30 year of publication will be lent out including books from

Tulsi Sadan Library and R.K. Puram branch library.

LOAN PERIOD

One month from the date of issue

GENERAL LENDING RULES: Loan privileges and its associated conditions

1. Members must produce their valid library membership card when borrowing the books. Members must check to see that all library materials in their possession have been properly checked out to them before leaving the library.
2. Members are held responsible for all materials charged to their cards.
3. Members will be held responsible for any mutilation (including defacement) found in library materials when returned. They must check and report any mutilation found at the time of issuing the book.
4. Members must report the loss of library materials immediately to the Circulation Section of the Library and they must pay the compensation for the lost book.
5. Any book not returned in response to a final overdue notice would be considered as lost and the member would be asked to pay compensation for the lost book.
6. Each borrowing member will be issued library tickets as per their entitlement;
7. Documents can be borrowed (not more than 2 documents at a time) on inter-library loan by the libraries located within the NCT Region of Delhi for a period of 15 days on submission of request duly signed by the Librarian or his authorized representative;
8. The documents on loan with the members can be recalled by the Library at any time;

LOST OR DAMAGED BOOKS:

The borrower is obliged to compensate lost or damaged items either by substituting the material or paying for it. Fines will be calculated, according to the Rates of Fines, from the date due to the date when the material was reported lost.

If the payment for the lost book is not done as demanded, the controlling authority of the central government employee will have to recover the amount from the salary and sent it to the Central Secretariat Library.

In the case of Retired Central Government Employees/ special members and corporate members, the amount due for the lost book will be intimated in writing and incase the same is not paid then it will recovered from the security deposit made by the user. The membership will also be forfeited. .

I.No.	Year of Publication	Cost Plus Surcharge to be recovered
1.	Prior to 1940	Current publishers Price plus 200% as surcharge.
2.	1940-1950	Current Publishers Price Plus 175% as Surcharge.
3.	1950-1960	Current Publishers price plus 150% as surcharge.
4.	1960-1970	Current publishers price 140% as Surcharge
5.	1970-80	Current publishers price 125% as Surcharge
6.	1980 onwards	Current publishers price 50% as Surcharge

RENEWAL:

Loans can be renewed at the library or by e-mail at mailfromcls@gmail.com or within two days of the due date. The renewal is only for one month from the due date. Renewal is not done if any other member of the library already reserves the book.

RESERVATIONS:

1. It is possible to make a reservation at the library using the reservation form or by e-mailing;
2. The arrival of reserved materials will be duly notified to the member;
3. Materials ready for pickup will be kept for 7 days from the date of notification;
4. Each member can reserve two books at a time. All materials on hold must be collected personally.

INTER-LIBRARY LOANS

For books taken on Interlibrary Loan, the loan period is at the discretion of the lending library and the due date will be fixed accordingly. No renewals.

USE OF MATERIAL WITHIN THE LIBRARY

Library materials on open access shelves may be removed for use within the Library without reference to Library staff. After use they should be left on the re-shelving tables or trolleys.

Library materials not on open access in the rare book collection may be consulted following application to the Director of the Library.

Readers are not permitted to bring their own books, floppy disks, CDs into the Library but no responsibility is accepted for their safety.

GENERAL RULES

1. Conduct not conducive to the proper use of the library is forbidden.
2. Noise, disturbance or unruly behavior is forbidden in any part of the library.
3. Smoking, food and drinks are not allowed in the library.
4. Silence shall be observed in the public areas of the library. Mobile phones, pagers and watch alarms should be switched off before entering the library.
5. Users of the library should be decently dressed.
6. Loitering or sleeping in the library is prohibited.
7. Library materials must not be taken out of the library unless a Library staff has properly issued them.
8. All books and personal belongings must be shown to the staff at the library exits whenever required to do so.
9. No bag, case, umbrella, personal book, CD-ROM, or floppy disk should be brought into the Library. They should be deposited at the property counter at one's own risk.
10. Library membership cards are not transferable and must be produced whenever requested by Library staff.
11. Library membership cards, when lost, must be reported immediately in person or by telephone to the Circulation Department. A lost library card may be replaced by a fee of Rs.50.00 along with an undertaking that the member concerned will be responsible for any book taken on the library card.
12. Mutilation and theft of library materials are offences punishable by law. Appropriate action will be taken by the Library against offenders.
13. Library books and documents must be treated with honour, so that it is prohibited to underline, write notes or

pull out pages there from.

14. All dues to the library must be paid promptly.
15. The library will not be held responsible for the loss of any personal belongings of users.
16. The members should inform the library their new designations, official addresses and addresses of communication as and when they move to new assignments or locations.
17. Following consultation, books should be left on the tables for the library staff to re-shelve them.
18. The library staff has the right to ask users to leave the library if they are inappropriately dressed or are causing a disturbance.
19. The library staff has the right to ask a non-member to leave the library.

NO DEMAND CERTIFICATE

Obtaining “No demand Certificate” from CSL/ TSL/ RKP by the government/ special member category and corporate member category is most essential condition. A member shall obtain a ‘No demand Certificate’ by submitting an application on the prescribed form and on depositing all the tickets.

TYPES OF RESOURCES AND THE CONDITIONS FOR USE

1. Reference documents: Only for consultation within the library;
2. General books available in general section, area studies can be borrowed;
3. Serials: only for consultation within the library;
4. Official publications: only for consultation within the library;
5. Rare books: consultation with the permission of competent authority;
6. Non-Print documents: only for consultation within the library.

SERVICES

1. **Reprographic services:** The CSL has full-fledged reprographic unit comprising of complete microfilm/ microfiche processing and duplication equipment, photocopying machines, electronic duplicator, collator, and microfiche/ film reader printer. CSL provides a whole range of services to its users and to the Department of Culture. All types of members from the library may obtain photocopying services on payment basis. Minimum charges are Rs.1/-.

Following categories of publications are not to be used for photocopying:

- Works not belonging to the Collection may not be photocopied;
 - Works categorized as ‘restricted’ such as rare books, journals and manuscripts and works supplied to the Library on the understanding that they would not be reproduced without the written consent of the copyright owner;
 - Unpublished works Following limitations to photocopying are to be adhered:
 - Published works, not more than one chapter or not more than 10 per cent of the number of pages thereof at a time;
 - Periodicals not more than the whole or part of one articles in a periodical at a time
2. Hard copies from microfilm/fiche available in CSL can be had on payment basis.
 3. In order to enhance the resources of the library books required for its members library acquires books on Inter – library loan.

4. Library is planning to give Internet Surfing/printout facilities to its users on payment basis.
5. 5. CD-ROM database services consultation/printout service on payment basis.