

Rules and Regulation of Library

National Institute of Ayurveda

Library Rules & Regulations

General Rules

- Readers and visitors are required to leave their personal books, handbags, briefcases, etc. at the reception near the entrance of the library.
- All Library staff shall have no responsibility for personal belongings in the Library.
- Noise producing activities will not be allowed in the library.
- Every user using the Library shall respect the right of others to use the Library in accordance with these rules and shall not interfere with their use of the Library.
- Books belonging to the Library shall not be marked, written in or damaged in anyway.
- Reference books are meant for reference purposes only, and shall not be taken out of the library.
- The unique copy of any textbook in the library used and adopted by faculty staff will consider as a reference books and shall not be taken out of the library.
- All library services will be closed 15 minutes before library closing time.
- Any papers left in the library at the time the Library closes will be cleared away by Library staff.
- Users should not enter places that are only for library staff.
- Library's properties should not be taken outside except after a permission from library staff.
- Photocopying, lecturing, printing and meeting are not allowed without prior permission.
- All users should take utmost care to keep the library clean. Smoking is strictly prohibited in the library.
- The Librarian, normally in consultation with the Library Committee, has authority to prescribe, to alter and amend as necessary, specific regulations concerning the use of the Library.

Special Rules & Regulations

The Students Must Maintain Silence In The Library.

- One Library Card Will Be Issued To Every Student, Which Is Not Transferable.
- Duplicate Card Will Be Issued Only On Payment Of Rs. 500/-
- Every Student Should Return The Card Before The Term Ends.



- Faculty members are entitled to issue seven (7) books at a time whereas SRF, Ph. D. and MD. Scholars are entitled to issue four (4) books. Under graduate students and nursing students can issue two (2) books apart from their book bank facilities.
- Books should be returned within 15 days from the date of issue. Otherwise Fine Is Levied.
- A Book Can Be Re-issued Only Twice.
- Any Loss Or Damage To The Book Will Be Realised Along With A Special Fine.
- The card holder must be present at the time of issuing, but the books can be return through anyone.
- Rupees ten (10) per book per day will be charged as fine against delay deposition of books beyond the due date.



Director

Prof. Sanjeev Sharma

(प्रो. संजीव शर्मा)

(PROF. SANJEEV SHARMA)

निदेशक / DIRECTOR

राष्ट्रीय आयुर्वेद संस्थान

NATIONAL INSTITUTE OF AYURVEDA

जयपुर / JAIPUR

Circulation Policies & Rules

Who May Borrow

The borrowing privileges are available to:

- Student, Faculty & Staff of College & Hospital.

Note: Students from other colleges do not have borrowing privileges.

Circulation Process

No Library materials may be borrowed without prior completion of the appropriate loan procedure.

- The borrowers ID must be presented for all borrowing transactions.

Circulation Rules

- Library users entitled to borrow library materials must abide by the conditions prescribed by the library staff, and specifically, the conditions relating to loan periods and notices.
- Library users must check the condition of the books being borrowed before they leave the counter.
- Any damage to a book should be immediately reported to the librarian.
- Responsibility for the damage will be borne by the member to whom the book was issued.
- Users are responsible for the safe keeping and return of all library materials issued to them.

Loan Periods and Returns

Users who borrow materials from the medical library are granted the following loan periods:

Materials must be returned to the Circulation Desk during library hours.

- Materials must be returned to the library when the renewal limit has been reached.
- The library staff member may recall any book at any time, even if the



normal period of the loan has not expired.

Non-Circulating Materials

- The library staff may prescribe certain collections held by the library as not being available for loan, or only available for loan on a restricted basis.
- Reference books are not circulated out the library.
- CDs/DVDs are not circulated out the library.
- Faculty members may arrange for short loans (during the day) of reference books for classroom use.

Renewals

- Users can renew the period of circulation with permission of the library staff unless the material is requested by another user.
- Requests for renewals by telephone will not be accepted.

Reserves

- Faculty Staff may request reserve materials from the Circulation Desk. Most reserve books are for use only in the library.
- Reserve books can be taken out of the library during day time for 2 hours.
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Recalled Books

Any library material you have checked out may be recalled, If you do not return a recalled item by the date indicated on the recall notice, you will lose borrowing privileges until the book is returned to the library.

Overdue Materials

Materials borrowed from the library are subject to the following:

- Library users are responsible for remembering when their books are overdue.
- Overdue notices will be sent by personally/email/phone call from library staff.
- Users will not be allowed to check out further materials until their record is cleared.
- Defacement or mutilation of any library material will result in an appropriate disciplinary action.
- Borrowers who do not comply with circulation policies will not be



permitted to receive grades, transcripts, or other credit for work completed at the college until material return/all charges are cleared.

Lost Book and Replacement Charges

The borrower who loses book will be expected to replace a good copy of the lost book. If the borrower is unable to replace the lost book he will pay the replacement cost of the book plus a 50% of the book price as a processing fee.



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