

## Library Rules

### 1. Library membership:

- All students, faculty, and employees of the Institute are entitled to the membership of the library and documentation Centre.
- Library Membership form is available on intranet of Wildlife Institute of India ([http://192.168.201.252/forms\\_proced\\_page.htm](http://192.168.201.252/forms_proced_page.htm)) Users must submit the duly completed form at the Library Circulation desk to avail the membership. A copy of the appointment letter/ joining order must be submitted along with the library membership form while opening the library account.
- Users must carry their Library Membership card/Identity Card while using the library. It must be shown on demand.
- A user's membership privileges can be suspended on account of misbehaviour with the Library staff or for indecent manners. Maintaining discipline in the broadest sense is the motto of the library
- Entitlement for number of documents to be borrowed, loan Period and security deposit is provided in Table 1 in Page 3.

### 2. Borrowing:

- 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.
- Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the library staff to take appropriate action.
- Before Borrowing the books from library user must check the books to ensure that these are not damaged. If a book is found to be damaged or pages are missing, the borrower should get this statement recorded on the book from circulation desk. Failing which, he/she shall be held responsible for the damage, discovered at the time of returning the books.
- The member is expected to return borrowed books on or before the due date; otherwise, an **overdue charge of Rs. 1.00 per day** per volume will be levied for the late return of ordinary books.
- Reference books, RTB books,(rare books), theses, periodicals (loose numbers and bound volumes) and such other reading materials are for consultation only and not be issued except with the special permission of the competent Authority.
- If the books required by the users are unavailable in the library. In that case, the user will be required to submit lists of unavailable books duly approved by the Head of the Department concerned for purchase by the library.

- Before the leaving the Institute, all the due library books/ documents issued to the user, if any, must be returned along with the Library Membership Card to obtain the no-dues certificate from the Librarian.

### **3. Code of conduct within the library premises:**

- Strict silence should be observed within the library premises. Any library user shall not engage in loud conversation in any part of the library;
- Library is a place of individual study and research, it is necessary to maintain discipline, decorum and peace at all times.
- Any document removed from the shelves, if not required further, should be kept on the nearest table. Do not try to shelve them yourself in order to avoid disorder in the shelves.
- Use of mobile phones is not permitted inside the library. If users wish to keep them while using the library, it must be in silent mode or switched off.
- The seats in new researcher's room and reading room of the library are to be used/occupied on a first-come, first-served basis.
- Users are not allowed to rest or keep their feet on tables, chairs, shelves, etc.
- No food and beverages are allowed at the Library
- Smoking, pan chewing and spitting in the library is prohibited.
- Personal Bags and belongings should be kept at Property Counter of the library. No bags will be allowed inside the library. Valuable items, e.g., Laptop, mobile, money, ATM Cards, etc. should not be kept inside the bags. Library staff will not be responsible for any such loss.
- Any item/reading material/laptop/personal belongings, etc. left in any area of the library, including Property Counter, must be taken back before the closing hours, i.e., 5:30 PM. The library staff will not be responsible for any losses or inconvenience. The library will not be re-opened for such left-out items.
- Personal Books/ Checked-out Books are not allowed for consultation/reference in the Library.

### **4. Losing/Damaging the documents:**


- Readers shall not write upon, damage, or make any mark upon any document belonging to the library. Marking, scratching, damaging, mutilating, stealing, library materials, or property will invite disciplinary action against the defaulters. Any reader observing a defect or damage to any book or manuscript shall immediately inform the Librarian or circulation desk.
- The library shall fix penalties for lost, damaged, mutilated or defaced books caused by marking. In such cases, defaulters may be suspended from the use of the library.

- Loss of library books must be reported in writing to the Librarian immediately. Borrowers will be asked to pay for or replace the book lost or returned in damaged or mutilated condition.

Table I: **Entitlement for Number of Books to be Borrowed and Loan Period**

Category of Member	No. of Books that can be Issued	Duration of Issue	Security Deposit (Refundable)*. After three months of superannuation/leaving the Institute
Scientific & Academic Staff	12	3 Months	5000/=
Retired Faculty/ Staff	05	1 Month	5000/=
Administrative staff	05	1 Month	1000/=
Technical and Supporting Staff	05	1 Month	1000/=
Researchers	05	1 Month	1000/=
Other Staff of the Institute	05	1 Month	1000/=
M.Sc.	05	1 month	NIL (already covered in Fee)
Officer Trainees of Diploma Course	05	1 Month	NIL (already covered in Fee)
Officer Trainees of Certificate Course	05	1 Month	1000/=

Note: These rules are subject to revision/change from time to time without assigning any reason. The Librarian is free to take any decision in the interest of the library. In case any of the matter/issues are not mentioned above, the decision of the Director, WII shall be final and binding.

  
**Virendra R Tiwari**  
 Director, WII