

**SHRI KRISHNA INSTITUTE OF PUBLIC ADMINISTRATION
GOVERNMENT OF JHARKHAND
RANCHI-834008**

LIBRARY RULES

RULE 1 SHORT-TITLE AND COMMENCEMENT

- 1.1 These Rules shall be called the Shri Krishna Institute of Public Administration Library Rules, 2005.
- 1.2 These Rules shall come into force with effect from.....

RULE 2 DEFINITIONS

- 2.1 'Library' means the Library including the reading room of Shri Krishna Institute of Public Administration, Ranchi.
- 2.2 'Governing Body' means the Governing Body of the Institute.
- 2.3 'Director' means the Director of Shri Krishna Institute of Public Administration, Ranchi.
- 2.4 'Institute' means the Shri Krishna Institute of Public Administration, Ranchi.
- 2.5 'Member' means a person who has acquired membership of the library of the Institute.
- 2.6 'Faculty Member' means officers of the Institute who are imparting training on a regular basis and those approved as honorary faculty.
- 2.7 'Librarian' means an employee of the Institute who is incharge of the library appointed or deputed as such by the Director.
- 2.8 'Trainees' means persons undergoing training at the Institute.
- 2.9 Officer in charge of library means an officer of the Institute who has been authorised by the Director to be over all incharge of the library. He will be in the superior charge of the library.
- 2.10 'Rules' means the Shri Krishna Institute of Public Administration, Library Rules.

RULE 3 HOURS OF OPENING AND HOLIDAY

The library will remain open from 9.00 AM to 7.00 PM on all working days. The timing may be changed or the library may be closed in special circumstances by the order of the Director.


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RULE 4 ADMISSION TO THE LIBRARY

- 4.1 Admission to the reading room will be open to all. Admission to the library, however, will be open only to the members and to research scholars with a recommendation or letter of authority from the concerning Department or University and on obtaining written permission of the officer-in-charge, library. This facility will ordinarily be made available to research scholars for 6 (six) continuous working days. In special circumstances extension of 6 (six) working days can be given at a time by the Director.

RULE 5 DO'S AND DON'TS

- 5.1 Sticks, Umbrellas, Boxes and other objectionable things shall not be taken into the library and shall be deposited at the entrance counter. The librarian/ library attendant shall not however be responsible for any loss or damage done or replacement made to the article kept at the entrance counter. The library attendant at the entrance is authorised to examine everything that passes into or goes out of the library.
- 5.2 On entering the library every member shall be required to write legibly his Name and his Department, in the register specially provided for the purpose. Such a signature will be taken as an acknowledgement that the person agrees to abide by the library rules.
- 5.3 Silence shall be observed in the library.
- 5.4 Smoking in the library is prohibited.
- 5.5 No person in an intoxicated state is allowed to enter the library.
- 5.6 The readers will not take into the reading room their own books and reading materials without the written permission of the Officer-in-charge, library.
- 5.7 Mutilating the pages of books is prohibited.
- 5.8 Any kind of objectionable behaviour is prohibited.

RULE 6 MEMBERSHIP

- (a) Following persons will be ex-officio members of the Institute library:-
- 6.1 Chief Secretary to the Government of Jharkhand and all the members of the Governing Body.
- 6.2 Faculty members of the Institute.
- 6.3 Training officers while undergoing training at the Institute.

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- 6.4 Non-teaching staff of the Institute.
- (b) Following officers are eligible to become members of the Institute Library:-
- 6.5 Ex-Faculty member (Retired Faculty member) residing in the District of Ranchi.
- 6.6 Gazetted Officers of State and Central Government and Executive of State and Central PSUs (Serving or Retired) posted/residing in the district of Ranchi.
- 6.7 Non-teaching staff of the Institute (Retired) residing in the District of Ranchi.
- 6.8 Any other person permitted by the Director.
- 6.9 Any person thus admitted to membership ceases to be a member on his transfer/shifting out of Ranchi (except in case of Rule 6.1 above)
- 6.10 Library membership permission will be granted by the officer-in-charge, Library.

RULE 7 MEMBERSHIP CHARGE

- 7.1 The membership charge will be as follows:-

Category of Member	Annual Membership Fee (for one year from the date of membership)	Security Deposit (Rs.)
Chief Secretary of the State and members of the Governing Body of SKIPA	-	-
Faculty (Including those approved as honorary faculty)	-	-
Ex-Faculty (Retired faculty)	-	Rs. 1000.00
Trainees	-	-
Non-teaching staff	-	-
Gazetted Officers of State Govt. (Serving)	-	Rs. 500.00
Retired Gazetted Officers of the State Govt., Central Govt. & Executive of State & Central PSUs.	Rs. 200.00	Rs. 1000.00
Serving Gazetted Officers of Central Govt. & Executive of State & Central PSUs.	Rs. 200.00	Rs. 500.00
Any other person permitted by the Director	Rs. 200.00	Rs. 1000.00

RULE 8 ISSUE OF BOOKS

- 8.1 Members of the Governing body, Director/Director General, Faculty members of the Institute will not be entitled to retain more than 5 (Five) books at a time. The books issued to them may be retained for a period not exceeding 30 (Thirty) days.
- 8.2 A Trainee Officer while at the Institute can borrow up to 4 (Four) books at a time for a period not exceeding 14 (Fourteen) days.
- 8.3 Non-Teaching staff of the Institute can borrow upto 4 (Four) books at a time which may be retained for a period not exceeding 14 (Fourteen) days.
- 8.4 The members of the Institute library can borrow upto 2 (Two) books at a time which may be retained for a period not exceeding 14 (Fourteen) days.
- 8.5 Course Director can take 10 (Ten) extra books during any training programme. These may be taken 15 (Fifteen) days before the programme commences but should priority of the requisition.
- 8.6 The following categories of books and journals shall not normally be issued.
- a. Current periodicals and journals.
 - b. Rare and valuable books .
 - c. Books for reference.
 - d. Dictionaries.
 - e. Current reports of Commissions and Government Reports.
- Written permission of Officer-in-charge Library will be required for issuing the above categories of books.
- 8.7 Books will be issued on priority of the requisition.
- 8.8 A reservation for a book noted in the catalogue but not found on the shelves will be accepted. To reserve a book, a member may fill out a book reserve card at the circulation desk. When the book becomes available the member will be informed on priority.
- 8.9 Books may be recalled before the due date by the librarian with the permission of the officer-in-charge of the library without assigning any reason.
- 8.10 A fine of Rs. 1/- (One) per day per volume/book shall be charged in case books are retained longer than the prescribed period subject to the total fine not exceeding double the use of the library.

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