

IGNFA Library

Circulation Rules

Membership

1. Membership of the IGNFA Library is open to the following categories:-

- (a) Faculty members of IGNFA
 - (b) Permanent staff members of IGNFA
 - (c) IFS Probationers
 - (d) Participants of IST, PSUC and one-week IFS Compulsory Course
 - (e) Officers from sister organizations of Dehradun placed under MOEF&CC and Retired officers in Dehradun. The Director, IGNFA may allow membership of the library to such a personnel, at his discretion, for a specific period. Such an officer on having been granted the membership will be required to deposit a refundable security of Rs 1,000/- with the Librarian, IGNFA in the Academy Fund. Members will have no claim on interest on their security deposit.
2. Membership of the library will only be granted on a prescribed membership form available in the library for the members mentioned in the categories at (a), (b) (c) and (e) of 1 above. For the members of category 1 (d), this facility will be available for the duration of the course, as temporary members.

Issue of membership card

3. All the members of categories at 1 (a), (b), (c) and (e) will be issued membership cards after duly filling of the membership form. This card will be used while issuing the books and other reference material from library.

Loss of membership card

4. Loss of membership card is to be reported to the OIC (Library)/LIO in writing. A duplicate card can be obtained from the library on payment of Rs. 20.00 only. Library/library staff shall not be responsible for the misuse of the lost card.

Loan Privileges

5. The Loan limits assigned to different borrower categories shall be as follows:

Category	Faculty		Staff		Probationers		IST Course Participants		Other members	
	No.	Period	No.	Period	No.	Period	No.	Period	No	Period
Books	40	120 days	10	45 days	25	45 days	05	Duration of the AFM course	03	30 days
Journals	05	07 days	00	Not applicable	02	07 days	02		02	07 days
Reports	05	07 days	00		02	07 days	02		02	07 days
CDs, cassettes, photo album etc.	05	07 days	00		02	07 days	00		00	Not applicable
Resources from reference section	05	02 days	00		00		00		00	

- (a) Reference books having single copy will not be issued in general. However, in exceptional circumstances these may be issued by the approval of OIC (Library)/ LIO for a day only.
- (b)

Circulation of Books/Magazines or circulation rules

6. Conditions for issues of different categories of resource material from the IGNFA library are as below:-
- Members shall come to the library personally to borrow books etc. under their own signatures except Additional Director and Director.
 - Borrowers will ensure the return of books etc. within the due date failing which the borrowers will be held responsible for the penalties as prescribed under the rules.
 - Members may reserve resource material for issue by filling up the reservation slip. Not more than one reservation will be accepted from a borrower.
 - Books and other resource materials of high demand will be issued for shorter duration at the discretion of the OIC (Library).
 - The library may recall books etc. issued at any time and the same will be returned within 24 hours. The authority to recall books is vested with the OIC (Library) which will be used with due consideration.
 - When there is any increase in the demand of a particular book(s) the OIC (Library)/ LIO may regulate use of such book(s) in such a manner, as deemed appropriate.
 - Issue of new arrivals will be restricted for circulation for a period of 30 days.
 - Current journals/magazines in no case will be issued.
 - Before getting books/magazines issued, mutilation, if any, should be pointed out immediately to the staff at the library counter and a damage slip should be obtained from him as otherwise borrowers shall be held responsible for mutilation discovered thereafter.

Overdue charges

7. Overdue charges shall be payable by the borrowers and may be debarred from further borrowing. The overdue charge schedule shall be as follows:

Category	Overdue charges (in Rs./day)
Books	1.00
Journals	1.00
Reports	1.00
CDs, cassettes, photo album etc.	4.00
Resources from reference section	4.00

8. A fine of Rs 2.00 per day per volume may be charged if a recalled book is not returned within 24 hours after receipt of the notice.
9. Books etc. damaged or disfigured will render the borrower liable to extra fine/replacements, which will depend on the nature of the damage.

Loss or damage of resource material borrowed from IGNFA library

10. Borrowers will report any loss of books etc. to the Librarian as soon as possible. If the book lost is available in the market then the replacement of the book will be done by the individual besides paying overdue charges as mentioned above in Rule no.7
11. In case the lost book or the resource material is out of print, the cost and fine should be decided by the Director, IGNFA.
12. If a book lost, damaged/mutilated is a part of a series belonging to set of which separate volumes are not available, the cost of the complete set will be charged.

Cancellation of membership/Issue of NOC

13. A NOC shall be issued by the LIO/Librarian at the end of tenure for Probationers, Faculty members and other members. Obtaining of NOC from the library shall be the liability of the concern member.
14. The Director, IGNFA may cancel the membership of any member without assigning any reason thereof.

Miscellaneous

15. Any orders/notices issued from time to time in connection to the library on the directions of the Director, IGNFA shall be final and binding on the members.
16. In case of disputes, if any, the decision of the Director, IGNFA shall be final and binding on the members.
17. The Library Rules may be amended from time to time, without prior intimation to the members who will abide by the amended rules. These will be displayed prominently in the library for information and guidance of the readers/members.

Dated: 14.01.2008

Director
IGNFA, Dehradun

IGNFA Library
Miscellaneous Rules

Library Hours

1. The library will remain open on all working days during the office hours as per the library timings published in the Academy Routine Orders from time to time.
2. The loan counter will cease functioning half an hour before the closing time of the library.

Admission to the Library

3. Only members and other authorized persons shall be allowed admission in the library. However, the entrance may be refused, if a person is intoxicated.
4. All personal belongings except note-books and pens shall not be allowed in the library. The library personnel shall not be held responsible, if any valuable item belonging to the members is lost in the library.
5. Every person shall sign the Register kept at the entrance of the library.
6. Smoking is strictly prohibited inside the library.
7. No eatables shall be allowed in the library.
8. Members shall maintain silence in the library.

Miscellaneous

9. Books/Periodicals/other material lying on the loan counter will not be handled/touched by any one except the Library Staff.
10. No Books/Periodicals will be taken out of the library until the borrower has signed for them. Borrower will also ensure that books/magazines taken out by them from the library are properly registered/issued.
11. Inappropriate behavior, which is liable to disturb the readers or adversely affect the discipline and general orderliness of the library, is strictly prohibited.
12. Readers shall not write, make marks upon or otherwise damage any book/periodicals or any other material belonging to the library.
13. Strict silence will be observed in the library.
14. The Librarian is authorized to suspend the use of the library in respect of any reader found not complying with any of the library rules. Such cases will be reported to the Director, IGNFA on occurrence and in no case later than 24 hours.

Dated: 14.01.2008

Director
IGNFA, Dehradun