STATE CENTRAL LIBRARY

Rules & Regulations

Entry in the library by the users is granted on the expresses understanding that they are legally bind themselves to obey all the library rules.
Library Rules & Regulations

This is a public library. The Library is primarily meant for all section of people including Children, Student, Professionals, Visually challenged, etc. Normally no permission is required to use any section of the Library.

I. LIBRARY TIMINGS:

Monday – Saturday 11-00 a.m. to 8-00 p.m.
Service Timings 11-15 a.m. to 7-45 p.m.
Cash Section Timings – 12-15 p.m. to 5-00 p.m.

[There will be no Public collection on 1st & last working days]
Library will remain CLOSED on 2nd & 4th Saturdays, Sundays & Government Holidays. The timings and days of operation may undergo changes by administrative order.

II. MEMBERSHIP:

No Membership is required to use the library except home loan of books.
- Filled in application in prescribed form duly signed along with
- Two recent photographs (stamp size),
- One residence proof document [Voter ID card, Ration card Telephone bill etc.] and
- Rs.250/- or Rs. 500/- as the case may be shall have to be submitted as security deposit. No other charges in connection with membership is required.
- In case of child member no cash deposit is required.

Membership is granted on the express understanding that the member is legally bind themselves to return all documents issued to them (which are the property of the Govt. of West Bengal) on their own and obtain a ‘No-dues Certificate’ at the time of termination of their membership.

At the time of home loan, borrower’s card issued to the members shall be maintained in the Library. The member will have to fill the entry in requisition slip on every transaction. Loss of the card should immediately be informed to the Librarian along with a G.D. in police station.
III. Services offered by the Library

1. Lending books for home reading.
2. Reading room service
3. Career Guidance [Book Support]
4. Reference service
5. Journal & News Paper
6. Service to child readers.
7. Bibliographical service
8. Service to visually challenged users
9. Reprography service
10. Heritage Preservation Unit

IV. ISSUE OF DOCUMENTS

1. Lending is restricted to the books available at lending section only. Maximum two document [total cost should not exceed Rs 250/- or Rs.500/- as the case may be] can be issued at a time. Access of books is open in this section.

2. An overdue charge of Re.1/- per day shall be charged against each book/document not returned within the due date.

3. A document issued may be kept by the user up to 28 days. Readers are not allowed to borrow books on the card of other members.

4. A BORROWER MAY BE REQUESTED TO RETURN A DOCUMENT before the due date if required urgently in the Library. Failure to respond promptly, may lead to suspension of library privileges.

5. Certain documents are intended to be used only in the library premises. These include reference books, textbooks, rare books, current & bound periodicals etc.

6. Borrowers are requested to check if the documents being borrowed are in good condition and no pages are missing in it. In case of defect or damage in the book, should be brought to the notice of the library staff.
7. Borrowers are responsible for the documents they borrow. Documents lost, torn or damaged (tearing of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including suspension of membership and/or replacement of documents concern. The lost/damaged document shall be replaced by the borrower with latest edition (HB or PB as the case may be) if the damaged document belongs to a set, then the user is responsible for the entire set. In case of non-availability of book in the market the case to be forwarded to the Government. The Member will have to abide by the decision.

8. If a document is not returned within 30 days of its due date, it shall be treated as offence and legal action shall be initiated to recover the document / cost of the document as per the prevailing rules. No lost document shall be accepted once the recovery is made.

9. In such cases as stated in 7 above an FIR is to be lodged in Police Station against the defaulting member.

10. Newly arrived documents shall be kept on display. Documents on display shall be issued only after a specified period.

11. While leaving the library, user should ensure that they carry only those books that are duly issued on their names, otherwise disciplinary action will be taken against them.

12. During power/system failure the circulation counter services will be suspended.

13. In case of withdrawal of security deposit, the prayer of withdrawal must be submitted before three months.

V. Cyberspace rules [ use of this section is meant for academic purpose only ]

1. Do not use the computers to do the following: Emails
   - Playing Games
   - Playing music

2. Do not install or uninstall any program or service in any computer.
3. If any device of the computer is not working, do not fix it kindly report at the reference desk or to the person in charge.

4. You are allowed to use the computer for a time allocated by the library staff. If needed you can be asked to give others opportunity to use the computers

5. Do not send jobs for printing, it is not allowed within the cyber. If necessary contact the Library Authority.
6. Please don’t use USB port.
VI. GENERAL RULES:

1. Readers and visitors are requested not to bring their belongings in the library. They are requested to use the cloak room. No valuable belongings to be kept in the cloak room. Library authority is not responsible for any loss / damage of the property, kept in cloak room.

2. Library parking lot is to be used only by the patrons and only while they are actually using the library. Front side parking of the library building is meant for Government vehicle only.

3. Smoking and use of mobile phones are strictly prohibited inside library premises. If found, the membership as well the use of library facilities may be suspended.

4. Entry in the library by the users is granted on the expresses understanding that they are legally bind themselves to obey all the library rules.

5. Every person who enters to use any section of the library should sign the register, kept in that section.

6. Silence and strict discipline should be maintained in the library by all users and the library staff. Every one shall ensure that no reader should feel disturbed in their study by any act of his/her.

7. Use of eatables in the Library is strictly prohibited. Utmost care shall be taken by all to keep the library clean.

8. No printed document / photocopy will be allowed to brought inside the library unless for returning.

9. Photocopying services shall be available for the readers against payment.

10. Users are responsible for complying with copyright act while photocopying library documents.

11. Marking and defacing of any publication is strictly forbidden.
12. Users are requested to return the books/documents on the circulation table after consultation.

13. On leaving the library all users are requested to produce for inspection all books and items taken out the library.

14. Reservation of seat is not permitted. Books and other articles left for any length of time on chair & tables may be removed by the library staff.

15. Users must be decently dressed and conduct properly in the library.

16. Users shall not enter the closed stack area or staff work areas without staff permission.

17. Pets are not allowed in the library.

18. Improper use of library facilities by a member will lead to the suspension/termination of his/her membership or may be lead to suspension of library privilege for the time being.

19. The library rules and regulations may be modified from time to time and shall be binding on all concerned.

Note:
The main purpose of these rules is to safeguard the common interest of all users and to enable the Library to carry out its functions as efficiently as possible.

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