



Knowledge Management Centre

National Institute of Design, Assam

Library Regulations of KMC, NID Assam

1. General Rules

- 1) Mobile phones are to be switched off or to be kept on silent mode in the library.
- 2) Consumption of food and drinks, bringing water bottle etc. and food items inside the KMC are strictly prohibited.
- 3) While entering the Knowledge Management Centre, readers should leave their personal belongings, such as bags, briefcase, personal books, camera, and parcels at the property counter against security token. Without token any material kept outside the library, security/ library staff is not responsible for any damage /loss of such material.
- 4) Readers should not leave their important materials (like mobile phone, chargers, cameras, laptops, hard disk, own academic work etc.) in the Knowledge Management Centre. In case of any loss of such items, the KMC staff shall not be held responsible.
- 5) Outside books (not issued through KMC) without making entry in the “personal book record register” are not permitted to be carried inside.
- 6) Sub-lending of library material is strictly prohibited. The unauthorized removal of library books and materials is regarded as an offense and shall be dealt with accordingly.
- 7) On leaving the Knowledge Management Centre, all users may be required to produce all books and items borrowed from the library for inspection to the library staff/ security.
- 8) Books or other materials taken from the stacks should not be re-shelved by the readers but should be kept on the tables meant for the same.
- 9) Reservation of seats is not permitted.
- 10) The library staff on duty has the right to request a user to leave the premises if the user is found to be violating any of the Library rules.
- 11) Keep things in order. Push the chair back against the table when you leave the library so it would not obstruct the movements of others.
- 12) The RFID smart Identity Card issued by the institute to the students/ faculties/ staffs will be considered as the KMC Membership Card also.
- 13) Without valid membership card/ID entry will be restricted in the Knowledge Management Centre. Readers entering to KMC should allow the library/security staff to examine the membership card/ID as and when required.
- 14) Library member has to keep the Library Membership Card with utmost care. **Loss or damage of Library Membership Card** will be considered as a serious offence. A **penalty of Rs.500.00** will be charged for that. Loss of this card must be reported in writing to the issuing authority immediately.

2. Book Circulation policy:

- 1) **Teaching staff** can borrow a maximum of **five books** on loan at a time **for 30 days**.
- 2) **Non-teaching staff** and **Students** can borrow maximum **two books on loan** at a time **for 15 days**.
- 3) Books can be reissued only **once** for the next defined issue period for the respective category.
- 4) Books not returned within or on the due date will be **charged Rs. 2.00 for students** and **Rs. 1.00 for faculty & staff** per day per book. The official time for determining fines on overdue books and for other purposes will be counted according to the time determined in the computer systems.
- 5) Membership card/ID card is not transferable. Sharing of RFID smart card and password to anyone for circulation purposes is strictly prohibited and will be considered as serious offence. Therefore, members are requested to retain the membership card/ID carefully.
- 6) On specific project/classroom/presentation-related works, the AV materials can be issued to the Activity Chairperson/Discipline Coordinator, and film club nominated members for the use at DVC/VTR/Preview Room/ Auditorium.
- 7) A document may be recalled before the due date if required urgently in the library.
- 8) Certain documents are intended to be used only inside the library premises. These include reference books, periodicals etc. Books marked with REF, RARE, RES, Student Diploma Projects, Craft Documentation, and other archival materials are to be referred within the library premises only.
- 9) **Books/ Audio Visuals and any other materials lost or mutilated** (tearing of pages, underlining, making notes, damaging of binding and the like) by any Library Member will have **to be replaced the same copy** of latest edition (Hard Bind or Paper Back) by himself/herself. **Failing to replace** the book will **cost two times of the actual price of the lost book**.
. If the damaged document belongs to a set, then the user is responsible for the entire set. Refunds will no longer be given when lost and paid materials are found and returned.
- 10) 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.
- 11) When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Head Librarian before leaving the counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
- 12) Borrowing privileges may be suspended or revoked by the librarian for violation of existing rules and regulations.
- 13) In case any member leaves the institutes for any reason, he/she has to take **Library Clearance Certificate** by clearing all dues during his/her period of service/study. All passing out students should return all the books on completion of the course and obtain "No Dues Certificate". Members must return all the books borrowed from the library before proceeding on long leave, on deputation as well as before summer and winter vacation.