

Department of Education, Art & Culture

Directorate of Education

Notification

DE/CL/Lib.Rules/98-99/1596

The following rules for all the Government Public Libraries i.e. State/District/Taluka and Village Libraries are hereby published for general information.

Suman Pednekar, Director of Education & ex officio Jt. Secretary.

Panaji, 22nd March, 1999.

Public Libraries Membership Rules

The use and lending of books in State/District/Taluka and Village Libraries shall be regulated by the following rules supplemented by such other rules as may be in force from time to time.

Hours of Opening

1. The working hours of the libraries will be put on the notice board of the respective libraries.

Enrolment of Members

2. Every intending borrower of books from the State/District/Taluka/Village Library shall have his/her name registered in the respective library office by applying in prescribed form which shall be available in the library alongwith the rules, on payment of printed price.

3. Every intending members shall be required to submit the duly filled form in all respects.
 - a. his/her full name.
 - b. permanent address.
 - c. present address.
 - d. age (for children only).
 - e. profession/designation.
 - f. two stamp size (3.5 x 2.5 cms.) latest photographs (for State/District/Taluka Libraries) and required deposit under 4.b & 5.
 - g. name and address of educational institution/office/organisation to which attached (for students and working people only).
 - h. Nationality and passport No. (for foreign nationals only).
 - i. specimen signature.

4. a. Book will be lent for members of the public, who are Indian Nationals.
 - i. For State Library — those residing in the State of Goa.
 - ii. For District Library — those residing in the respective District.
 - iii. For Taluka Library — those residing in the respective Taluka.
 - iv. For Village Library — those residing in the respective Village.

4. b. Foreign nationals will be allowed to borrow books (after fulfilling the procedure laid down in Rule (2) from lending section only after depositing an amount of Rs. 1000/- Other regulations regarding deposit shall be governed by R-13 and R-35.

5. The members shall pay the membership deposit (refundable) as shown below:—

	Adults	Children
i. For State & District Library : Membership deposit	Rs. 200/-	Rs. 50/-
ii. For Taluka Library : Membership deposit	Rs. 50/-	Rs. 25/-
iii. For Village Library : Membership deposit	Rs25/-	Rs. 10/-

The membership deposit is subject to revision from time to time.

Use of Books

6. No book/books forming part of the textbook collection, reference collection and valuable books, shall be issued for consultation in the library to a person, member or non-member until he/she presents to the Section-in-Charge a duly signed call slip. Students should present their identity card also.

7. Readers shall return, before leaving the library, to the Section-in-Charge, reference books and other materials specially requisitioned for consultation.

8. No tracing or mechanical reproduction of any book, map or manuscript shall be done without the express permission of the Curator/Librarian.

9. Before leaving the counter, the member shall satisfy himself as to whether the book lent to him/her is in good condition and if not, shall immediately bring the matter to the notice of the Librarian on duty.

Loan of Books

10. Normally, no book that forms part of the Reference Collection, Textbook Collection, or any book valuable for its rarity or its illustration or the manuscript shall be lent out.

11. Unbound periodicals which have a subject value and books which cannot bear the strain of transit will not be lent out.

12. Books which are temporarily in special demand may be lent for such shorter period as may be necessary or may be declared as reference book and shall not be lent out.

13. In special circumstances the Curator/Librarian, may at his discretion permit certain books from Reference Section to be borrowed for a period of not more than one week on depositing Rs. 2000/- which will be refunded only after a period of one month. However, books which are purely reference sources, rare books, out of print publications will be excluded from this criteria.

14. No books from the Lending Section will be issued, unless the borrower's ticket and identity card are produced at the counter.

15. A lent out book may be kept for a period of thirty days (or such period notified by the respective library), during which period it may be renewed at the request of the borrower provided there is no demand.

16. The Curator/Librarian reserves the right to call back the book before the due date when the need arises.

17. The written application for extension of loan period must reach the librarian one week before the due date.

18. A member shall be entitled to borrow one book/volume at a time. However a member who desires to have more than one book (subject to maximum three) can do so by depositing an additional amount of Rs. 250/- for second borrowers ticket and Rs. 300/- for the third borrowers ticket.

Non-return, Loss or Damaged/Books

19. A book lost or damaged in any way by a borrower shall have to be replaced. Otherwise the borrower shall place at the disposal of Curator/Librarian an amount sufficient enough to purchase the replacement copy (which will include cost of book and other incidental charges) or the cost fixed by the Curator/Librarian.

20. If the book/books borrowed from the library are not returned/replaced/paid for, as in above clause, within one month after the notice sent to him/her by registered post his/her deposit shall be adjusted and his/her membership terminated. In the case where value exceeds the deposit amount, the borrower shall pay the excess amount. In case of his/her failure to pay, he/she will be declared as Library defaulter and debarred from using Government Public Libraries. The amount deducted/collected on account of loss or books shall ordinarily be utilised in replacing the lost book unless it is decided not to do so (i.e. in view of fact that the book was either not available in the market or a duplicate copy was already in the possession of the Library).

21. A list of library defaulters will be published periodically in local dailies. Such lists shall also be displayed at the notice board of libraries and sent to the Organisation/Institution, to whom the borrower is attached.

Borrower's Ticket

22. Ordinarily every member will get one borrower's ticket and an identity card, however, under clause 18, a member shall get maximum 3 cards. He/she will be responsible for book/books borrowed on that/those tickets.

23. In case, the borrower's ticket/identity card is lost a duplicate borrower's ticket/identity card will be issued to him/her on his/her applying in the prescribed form, and on payment of Rs. 5/-. The borrower will be responsible for any misuse of his/her lost ticket/identity card. Library shall not undertake responsibility of detecting the misuse of such lost ticket/identity card.

24. Borrower's ticket/identity cards are not transferable.

Renewal and cancellation of membership

25. The membership shall remain in force for five years from the date of registration unless previously surrendered or cancelled. At the time of renewal, each member shall be required to pay the difference in membership deposit if any. No book will be issued unless the membership is renewed.

26. If the member fails to renew/withdraw the membership within a period of one month from the date of notice sent to him by registered post his/her membership will be cancelled, the deposit forfeited and credited to Government Treasury.

27. Member ceasing to use the library shall return tickets to the librarian, for cancellation.

28. The Curator/Librarian shall have power to cancel the tickets and refuse admission to anyone infringing the rules and regulations of the Library or for indulging in any other misconduct.

Refund of Deposit

29. No claim to money deposited by a borrower will be entertained unless the borrower's ticket, identity card and the receipt for the deposit is produced. If the ticket/identity card is lost, a sum of Rs. 5/- each will be payable by him/her.

30. In case of members having more than one borrower ticket as under clause No. 18, no refund shall be allowed in parts.

31. Double membership shall not be allowed.

32. In case the original deposit receipt granted to a depositor is lost, the money will not be refunded unless the identity of the depositor is established to the entire satisfaction of the Curator/Librarian.

33. In case of the death of the original depositor, a succession certificate or satisfactory proof of the identity of the claimant in any other form is to be produced alongwith the death certificate.

34. Notice of one week must be given before deposit is withdrawn.

Overdue Charges

35. If a book is not returned to the library when due, an overdue charge of Rupee one per day shall be levied, Official receipts will be issued.

36. In case the due date falls on Saturday, Sunday or Public Holidays the book will be treated as due on the following working day.

37. In case the borrower fails to pay the fine within one month, the borrower's ticket shall be withheld, his membership will be cancelled and the amount adjusted towards the recovery of fine.

General

38. Smoking, spitting, sleeping, loud conversation, standing in groups, writing on tables, sprinkling of pen ink, chewing gum, eating of sweets etc., in any part of the library is strictly prohibited.

Curator/Librarian reserves the right to refuse any application for membership for reason to be recorded in writing.

40. A member shall intimate change of his/her address if, any.

41. A members and other visiting the Library shall be bound by these rules and the procedures and practices in force from time to time. They shall also take care to handle the book carefully and not to mutilate/cut, write on and disfigure the books.

42. Readers shall note that the attendant at the counter is authorised to examine everything that passes in and out of the Library.

43. Only members shall have the right to access to the Lending Section for the purpose of borrowing books, but their representatives and others may be admitted and allowed to borrow books on their behalf, provided, they hold a letter of authority from the member concerned to the satisfaction of the Librarian on duty.

44. A person not of sound mind or found undesirable or offensively unclean in person or dress or intoxicated or suffering from any infectious disease shall not be admitted into the Library.

45. The Curator/Librarian or any other official of the Library or in-charge of a particular section may refuse admission to any person whether member or non-member to the Library or any section, by recording the reason, if in the opinion of the Official concerned it is undesirable to allow him/her admission.

46. A person shall not bring inside the Library building any wheeled vehicle (except for handicapped person), dogs and other animals.

47. Umbrellas, raincoats, boxes, bags, caps, printed materials in loose or in bound form and other belongings shall be left at the entrance. The Library shall not however be responsible for any loss or damage done to or any exchange made of the articles deposited at the entrance. Readers shall not in any case deposit valuables at the entrance. The person so depositing his belongings should collect them before closing time of the Library.

48. In case the token issued to the depositor is lost by him, the articles will be returned to him/her only after producing sufficient proof regarding the articles.

49. The Counter for issue to books shall be closed 10 minutes before the closing time of the Library.

50. Readers are requested not to disturb the arrangement of books on the shelves.

51. Unauthorised removal of books or other property from the library will be dealt with according to the law.

52. Readers are requested to stand in queue during the rush hours.

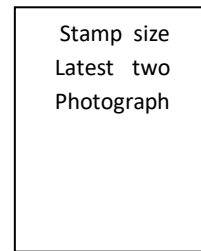
53. Persons desirous of using the Library shall enter their details alongwith signature in the book which is kept for the purpose. Such signature shall be taken as an acknowledgement that the person abides by the rules of the Library.

54. Readers having any grievances such as failure in the service, lack of civility on the part of the Library staff shall record the same in the complaint register kept for the said purpose.

55. Complaints, if any shall be made first to be Librarian on duty either orally or in writing.

State Central Library

Panaji-Goa



Membership Application Form

I desire to become a member of Lending Section of the State Central Library/District Library/Taluka Library/Village Library.

I have read the Rules and Regulations and agree to abide by them. I shall take proper care of the Library books and undertake to replace any book/s lost or damaged by me. I shall notify to the Library and change in my address.

His/her full name:.....

(In block letters, beginning with Surname)

Permanent address:

Age (for children only).....

Profession/Designation.....

Two stamp size (3.5 x 2.5 cms.) latest photographs (for State/District/Taluka Libraries) and required deposit under Rules 5.

Name and address of educational institution/office/organisation (for students and working people only) Nationality and passport No. (for foreign national only)

Specimen signature

(For Office Use)

Reg. No.

Date of Reg.....

Receipt No.

Book No.

Date of renewal of Membership.....

Receipt No. for difference in Membership.....