

## **Indira Gandhi Institute of Development Research**

### **Library Rules**

#### **Members:**

The library will have the following classes of members.

1.       (a) Full time members of the faculty  
  
          (b) Visiting faculty: Visiting faculty who are at the Institute for a semester or longer will have the same borrowing rights as full-time faculty. The borrowing rights of other visiting faculty will be decided by the Director.  
  
          (c) Post-Doctoral Fellows
2.       (a) Full time Students  
  
          (b) Part time Students, who are undertaking PhD on part-time basis in view of joining for employment  
  
          (c) Short term course students: Students who are at the Institute for a semester or longer will have the limited borrowing rights. The borrowing rights of other type of students will be decided by the Director  
  
          (d) Visiting scholars  
  
          (e) Visiting Students
3. Full- time members of the administration
4. Consulting members: Persons who apply for consulting membership will fill in a form and have their applications signed by a full-time faculty member or the Registrar or Chief Librarian. They will be issued a card by the library certifying that they are the consulting members of the library.

#### **Borrowing Rights**

Number of publications that will be issued out of the library at one time for different classes of members:

1. (a), (b) and (c)

30 publications (26 regular borrowings, 4 for two nights)

2. (a) 15 publications (13 regular borrowings, 2 for two nights)

(b) 5 Books

(c) 5 Books

(d) 2 Books

3. 4 publications (2 regular borrowings, 2 for two nights)

4. Consulting members/Visting Students will be allowed to consult books and other publications in the library. They will not be allowed to check books and publications out.

#### Notes:

1. Books, Working Papers, Statistical Publications and Bound Volumes of Journals will be available as regular borrowings and Loose Issues of Journals and Popular Magazines for two nights.
2. There are three loan periods: 30 and 90 days for books and working papers; seven days for statistical publications and bound volumes of journals; and two nights for loose issues of journals and popular magazines.

#### Working Hours:

The working hours of the library will be 08.00 am to 12.30 mid night on weekdays including Saturdays, **Sundays and selected general holidays**. Books can be issued out from 09.30 to 13.00 and 14.00 to 17.00 hours on weekdays **[Monday – Friday]**. Books can be issued for overnight use between 15.30 und 17.00 hours on weekdays. Extended timings will be announced as and when necessary.

#### Borrowings:

1. (a) Books that are not classed as reference books and working papers can be issued out for three months at a time for faculty members and students.  
  
(b) Reference, text, course books and theses will not be issued out.
2. If a member requests that a book be recalled, the library will inform the current borrower that another Library user has requested that the current borrower return the book. If the current borrower has had the book for more than a month, he or she will

be called upon to return the book within four days.

3. Books received on approval will not be issued out.
4. New arrivals in the library, as a rule, will not be issued out before they are entered in the system and displayed or otherwise notified to all users. However, reservations for displayed books may be made at the circulation counter.
5. Books and other publications currently on loan can be reserved for subsequent borrowing after they are returned by the current borrower.
6. The issue of books brought on loan from other libraries will be governed by the rules of the lending library.
7. (a) Statistical publications and journal volumes can be issued out for seven days at a time for faculty members and students  
  
(b) Journal issues and popular magazines can be issued for two nights at a time for faculty members and students  
  
(c) Popular magazines can be issued out for two nights at a time for Members of class 3 and class 4.
8. No journal on the "Recent Arrivals" display will be issued out
9. Current issues of journals will be available for loan seven days after they are transferred to the Journals Display from the "Recent Arrivals" display.
10. Members going out-of-station for more than a month must return all borrowings from the library before their departure.
11. A fine of Rs.5/- per item of regular borrowings and Rs.10/- per day per item of borrowings for two nights will be collected from the members for failure to return them within the stipulated loan periods.
12. All books to be borrowed will be presented at the counter. **Members are expected to ensure cancellation of entries from library systems while returning the books.**
13. No personal copies of reading materials will be allowed inside the library. **However, if any one wishes to take borrowed library or personal copies of books, then those needs to be get entered in the 'Register' kept with the library security while entering the library. Similarly, cancellation of entries needs to be done while taking out such books. At any given point such reading materials strictly needs**

**to be taken out by the closing hours of the library.**

14. Course/Textbooks taken for reference inside the library must be entered in the Register kept with the security. After the reference before leaving the library, get the entry cancelled in the register and keep the books on the book trolley kept at the circulation counter.
15. These rules are subject to modification, if need be, consequent upon any change in the existing library system.

### **Borrowing Rules**

<b>Category</b>	<b>Regular Borrowings</b>			<b>* Overnight</b>	
	Limit	Days [Books & * WP * S & * J]		Limit	Days
Faculty & * Visiting Faculty	26	90	7	4	2
Post Doctoral Fellow	26	90	7	4	2
Regular Students	13	90	7	2	2
Part-time students	5 Books	15	NIL	NIL	NIL
Short term course students	5 Books	30	NIL	NIL	NIL
Visiting Scholars	2 Books	30	NIL	NIL	NIL
Administrative Staff	2	30	NIL	2	2
Consulting member	NIL	NIL	NIL	NIL	NIL
Visiting Students	NIL	NIL	NIL	NIL	NIL

\*Visiting faculty who are in the institute for one semester or longer. Borrowing rights for other visiting faculty will be decided by the Director

\*S – Statistical Publications \*WP – Working papers \*J – Bound volumes of journals

### **Inter-Library Loans:**

Library at the discretion of Chief Librarian may lend maximum of 5 books to libraries, where in reciprocal borrowing is possible.