



NAGALAND

UNIVERSITY

(A Central University Established by the Act of Parliament No.35 of 1989)

Central Library, Headquarters: Lumami, District: Zunheboto, Pin Code - 798 627, Nagaland

Library Rules

1. Eligibility for Library Membership.

The following shall be eligible to become members of the library.

1.1 Teachers, Students, Officers and other employees of the university.

1.2 Any other person whose name is recommended by the Head of a Department and approved by the Administrative Officer.

2. Procedure for Enrolment.

2.1 All Categories of members shall fill in the prescribed membership form available at Central Library and make necessary deposit, if any, to become members of the library. Members will be given Library Smart Card for borrowing/transaction of books.

3. Conditions of Loan.

3.1 Post Graduate students shall be entitled to borrow 4 (four) books for a period of 15 (fifteen) days, thereafter the books have to be returned to the library.

3.2 Books can be issued only through the smart card and have to be returned within the due date.

3.3 Books shall not be issued through another person's smart card. The library smart card is non-transferable.

Conditions regarding issue of Book/s:

Category of Members	No. of Volumes	Loan Period
Teachers	20	6 months
Teachers (Contract)	10	1 month
Research Scholars	6	1 month
PG Students	4	15 days
Non-Teaching Staff	2	15 days

4. Fines for Late Return.

4.1 Books returned after the due date will be fined Re.1/- per book for each day of delay. The return of textbook issued for overnight use will be fined Re.1/- per book for each hour of delay. Further the Librarian shall have the power to refuse the issue of books to a frequent defaulter.

5. Loss of Book/s or Smart Card/s.

5.1 Loss of Smart Card should be reported immediately in writing to the Librarian. A duplicate Smart Card will be issued upon payment of a fine of Rs.100/- (Rupees one hundred) only through University Challan.



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5.2 In case of loss of book/s, the same is to be replaced by a copy of the said book/s by procurement or replacement cost paid (Three times the cost of the book).

6. Responsibility of Borrower.

6.1 A borrower shall take utmost care of Smart Card/Books and for the return of the same to the library without damage.

7. Re-issue of Book/s.

7.1 Books can be re-issued to the borrower for another period provided those books have not been requisitioned/reserved by any other member. However, re-issuing will be done only after the book/s has been first returned and return entry made in the card.

8. Reservation/Holding of Book/s.

8.1 The Library provides the facility of reservation of books issued by another member of the library. Users have to issue the reserved books within the holding period. On expiry of the holding period the reserved books will be made available for issue to other members.

Conditions regarding Reservation/Holding of Book/s:

Category of Members	Maximum No. of Volumes Allowed for Reservation	Holding Period
Teachers	5	3 days
Teachers (Contract)	5	3 days
Research Scholars	3	3 days
PG Students	2	3 days
Non-Teaching Staff	1	3 days

9. Reference Section.

9.1 Journals (inclusive of popular periodicals) newspapers and those documents which are marked Ref are not meant for issue, but for consultation in the library.

10. Damage of book/s.

10.1 If any member of the library is found guilty of mutilating or defacing a book, writing in the margin or on the print or destroying or damaging library property, such members shall be required to replace such books or properties damaged.

10.2 If such books belong to a set or series and the volume cannot be obtained singly, the member shall be asked to replace the entire set of series.

10.3 Such member/s may also be fined for the offence/s and debarred from further use of the library.



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11. Issue of Clearance Certificate.

11.1 Clearance Certificate shall be issued only when a member returns his/her Library Card.

12. With-Holding of results.

12.1 The graduating students are required to produce a clearance certificate from the Librarian in the absence of which the results of their University Examinations are liable to be with-held.

13. Stock Verification.

13.1 All materials (documents) on loan irrespective of the normal due date shall be returned within a fortnight in the event of an annual stock verification.

14. Special Power.

14.1 The Librarian shall have the power to refuse the issue of a book, or to recall any book/s from a borrower if it is considered necessary in the interest of the institution