

Rules of Staff Library

1. **Area of operation:-** The Staff Library is meant for the exclusive use of regular employees of Lok Sabha and Rajya Sabha Secretariats.
2. **Eligibility:-** A regular employee of either of the Secretariats is eligible to become a member of the Staff Library after filling in the membership form (as given in the Annexure) duly endorsed by the Administration Branch of the respective Secretariat.
3. **Library Cards:-** Each member of Staff Library shall be issued four Library Cards with a validity of five years for borrowing books/periodicals from Staff Library. However, after the expiry of validity, the cards will be renewed by library staff after updating the information about member. No Books shall be issued on withdrawal slips except for urgent requirement in connection with the official work.
4. At the time of return of books(s) the member should collect the Library Cards after which Staff Library holds no responsibility and no claims will be entertained.
5. **Loss of Library Card:-** When a member reports the loss of his/her borrower's card(s), duplicate card will be issued after the remittance of Rs. 25/- per card. In case a book/periodical has been issued against a lost Library Card, the responsibility for replacing the lost book shall be on the member.

6. **Issue/Return of books:-** Books will be issued only on production of the library user cards and it is mandatory to quote the Library card/Employment No. at the time of issue/return of books.
7. **Period of issue:-** Books borrowed from the Staff Library shall not be retained for more than 30 days and can be renewed by another 30 days provided these are not in demand by any other user. After the expiry of two months the book(s) will not be re-issued.
8. **Issue of periodicals:-** A maximum of two periodicals shall be issued for a period of 5 days and no request for their renewal will be attended to. The latest issues of the periodicals shall not be issued.
9. **Recall of issued books:-** In case a book/periodical issued to a Member is required for any urgent purpose, the In-charge of the Staff Library may recall it at any time and such a book/publication should be returned by the borrower on the same day or latest by the next day morning.
10. **Reminders:-** If a book or any other publication is not returned to the Library after the expiry of due date, a reminder shall be uploaded on intranet for return of the book within a week. If the book is not returned by the extended due date, the final & second reminder indicating the cost to be recovered shall be uploaded on intranet and after that the cost recovery action will be taken up automatically after the completion of second month or issue of second reminder. The Budget & Payment Branch of the concerned Secretariat shall be requested to deduct the replacement cost of the book from the salary of the borrower. In case of periodicals, only after the expiry of the first reminder's extended period, cost recovery action will be taken up automatically. The replacement cost shall be calculated on the following basis:

Publications	Cost to be recovered
(i) An Indian book/publication printed during the last five years	One and half times the original price
(ii) An Indian book/publication printed more than five years back	Double the original price
(iii) An Indian book/publication which is rare/out-of-print.	Five times the original price
(iv) Foreign publications printed during the last five years.	Double the original Price
(v) Foreign publications printed more than five years back	Three times the original price
(vi) A foreign publication which is “Out of Print”	Five times the original price
(vii) An Indian or foreign publication for which price is not known/can not be ascertained	00.50 paise per page

11. Staff Library will not entertain any replacement of copy of lost book by the member unless and until it is of same edition/author/year, etc. otherwise cost recovery of book will be in accordance with the Rule 10.

12. **Issue of Reference book:-** Encyclopedias, Dictionaries, Yearbooks and other Reference books shall be placed in the Library for consultation only and shall not ,ordinarily, be issued out.

13. **Disfiguring of books:-** Marking of any kind/underlining/writing on the books is strictly forbidden. The borrower shall be responsible for their proper maintenance and in the event of any damage or loss; the borrower

shall be required either to replace the publication or to pay its replacement cost at the rates prescribed in these rules.

14. **Issue/Return of books process:-** When a book/publication is issued, the borrower shall sign in the relevant column of the issue card in token of having received the book/publication. While returning the book(s), the Library staff on duty at the counter shall sign in the relevant column of the issue card in token of having received the book/publication.
15. The borrower is entitled to have books issued only on production of his/her borrower's tickets. No book shall be issued on slips, etc.
16. **Use of another Members Library card:-** In case a Member of Staff Library intends to get a book/periodical issued on the card of another Member, he shall have to produce an authority letter from the Member on whose card the book/periodical is desired to be issued.
17. **Decorum in Staff Library:-** Users of the Library shall observe strict silence while in the Library premises.
18. Smoking in any part of the Library and taking of meals/refreshments in the Reading Hall and the staking area are strictly prohibited.
19. No stranger shall be admitted into any sector of the Library.
20. **Suggestion of books:-** Books of general interest shall be acquired by Acquisition Section from time to time for addition in the Staff Library. However, suggestions from the readers for the purchase of new books, periodicals and newspapers would be welcomed and examined on merits. Any such suggestion may be made in writing to the Officer in-charge of Staff Library. The suggestions relating to addition of books on popular subjects like Political Science, Economics, Constitution, Computers & Library Science, Business Management, Religion, Culture, Philosophy,

Language, Literature, History, Reference and guidebooks for class 10th, 11th, 12th and graduation level and various examinations shall be examined/verified by the Staff Library and recommended for acquisition.

21. Even a member who suggests a book for its inclusion in the holdings of Staff Library will not be allowed to retain the book for more than one month.
22. Each member is entitled to suggest only **two** books during a calendar year.
23. **Issue of No Dues Certificate:-** Whenever a Member of the Staff Library is transferred or retired or resigns from the services of Lok Sabha/Rajya Sabha Secretariat, it shall be the responsibility of the concerned Secretariat to direct such person to obtain a “No due Certificate” from the Staff Library also.
24. **Loss of Library cards:-** At the time of retirement/deputation etc. the members has to surrender all the four cards to Staff Library and get ‘No Dues Certificate’ however if a member fails to surrender all the four cards, he has to remit Rs. 25/- per lost card to B&P Branch and produce the challan slip to get ‘No Dues Certificate’ from Staff Library Incharge.
25. **Timing of Staff Library:-** The Staff Library shall remain open from 12.30 hrs. to 17.30 hrs. on all working days.

**PARLIAMENT LIBRARY AND REFERENCE, RESEARCH, DOCUMENTATION
AND INFORMATION SERVICE**

**(STAFF LIBRARY)
Application for Membership of Staff Library**

The Incharge,
Staff Library,

Sir/Madam,

I wish to become a member of the Staff Library. I shall abide by the Staff Library Rules and other directions in force from time to time.

Yours faithfully,

Date

(Signature of the applicant)

Name (Block Letters) Shri/Smt./Kumari _____

Date of birth _____

Designation _____

Employment I.D. _____

Branch/Section/Room No. in PH/PHA/PLB _____

Mobile No. _____

Email _____

Certificate by Administration Section

Certified that Shri/Smt./Km.
Permanent/Temporary(Designation)
is working in Branch of Lok Sabha/
Rajya Sabha Secretariat.

2. The Secretariat takes full responsibility for the recovery of the cost of the Book(s) from Shri/Smt./Km. before he/she is relieved of his/her duties from this Secretariat and also before his/her final bill regarding salary etc. is paid.

Administration Branch
Lok Sabha/Rajya Sabha Secretariat

To be filled in by the Staff Library

1. Issued Borrower's Ticket Nos.:
2. Date of Issue:
3. Membership Code:
4. Initial of the Library Assistant:

Signature of the Incharge (Staff Library)