



DYAL SINGH PUBLIC LIBRARY

RULES AND REGULATIONS

- 1 The Library is open to members of the public once they are enrolled as members.
- 2 For enrolment, an individual is required to apply on the prescribed Membership form which is available on the Library website.
- 3 To be enrolled as a Member, an individual shall ordinarily be sponsored by either as Trustee of the Dyal Singh Library Trust Society or his/her employer or a responsible member of public acceptable to the Library Management. In exceptional cases, the General Manager of the Society has been empowered to enrol an individual as a Member of the Library, without being suitable sponsored.
- 4 Once enrolled as a Member of the Library, the individual shall be issued with a Membership Card, free of cost.
- 5 Safe custody and proper use of the Membership Card at all times is the responsibility of the Member concerned. In case of loss of the Card, Library Management will be immediately informed in writing by the Member whereafter a duplicate card will be issued to him/her at the sole discretion of the Library Management after collecting appropriate penalty.
- 6 A Member is required to show his/her Membership Card whenever asked by the Library Staff.
- 7 A Member shall be entitled to entry in the Library during working hours ONLY, as notified from time to time.
- 8 The Library shall remain closed on all Sundays and Government approved Gazetted Holidays as notified on the Library Notice Board.
- 9 The Library shall consist of:
 - (a) A Reading room where daily newspapers and periodicals shall be placed for reading.
 - (b) Book Section which will be further subdivided into:
 - (i) Reference Sub Section.
 - (ii) Lending Sub Section.
- 10 Reference Sub Section shall comprise of books marked as Reference Books, rare manuscripts and all book published before 1950 where no further reprints or revised editions are available in the market. These books can be studied in the Library ONLY and not allowed to be taken out unless specifically permitted by the General Manager of the Society.
- 11 Every Member shall be entitled to study books in Reference Sub Section, by requisitioning the books required by him/her. Only two books may be given to a Member for such study at a time. The books shall be duly returned by the Member at least 15 minutes before the close of the business hours of the Library. The Member shall be held responsible for any loss or damage to the books given to him/her for study in the Library.
- 12 No charges shall be levied from the Members for use of the Reading Room of the Library.

- 13 However, for use of Lending Sub Section of the Library, following rules shall apply:-
- (a) Every Member who wishes to borrow books for study at his/her residence, shall have to deposit a sum of Rs.500/- (Five Hundred Only) as refundable security.
 - (b) For this purpose, he/she will have to be so registered by specifically applying to the Library management. Once his/her request is finally accepted and the refundable security deposit is made, he/she shall be issued with 8(eight) tickets against which four books and four old periodicals/magazines can be lent to the subscriber in person only for a period of 14 days. Books may be reissued for a further period of 14 days provided that no requisition for them has been received by the Librarian in the meantime.
 - (c) Transaction of books/ magazines will stop at least 30 minutes before the close of business hours of the Library.
 - (d) The tickets are Non-Transferable.
 - (e) For books which are not returned to the Library within the specified period, the subscriber shall be liable to pay late fee at the rate of Re.1.00 per day for each volume. The General Manager/Librarian may at his/her discretion reduce the late fee after recording in writing. The subscriber shall not be issued any other books unless he/she paid the late fee. A receipt shall be issued for such payment.
 - (f) In case of non-payment of the late fee dues, the General Manager is authorised to make necessary deduction from his/her deposit with the Library.
 - (g) A book which is lost by the subscriber must either be replaced by him/her or alternatively, the cost of the book as fixed by the Librarian, must be paid in lieu thereof.
 - (h) In case of withdrawal of cancellation or suspension of Membership of the Lending Sub Section, the tickets shall be surrendered to the Librarian and No Dues Certificate obtained. The refundable security deposit made by the Member will then be refunded to him/her without interest. In case there be any dues against the Member, the same shall be deducted from out of the security deposited amount.
- 14 Book shall not be transferred from one subscriber to another.
- 15 The General Manager on behalf of the Trust Society is authorised to take any steps including legal action for recovery of Library book if lost/damaged or late fee if due and not paid.
- 16 The General Manager may terminate the Membership of a subscriber who is a regular defaulter or who in any way damages the books, or misbehaves with the employees of the Library or indulges in any action unworthy of Member. In such a case, the matter shall be reported to the Trust Sub Committee.
- 17 The Working hours of the Library and its Reading Room will be as notified from time to time by the General Manager.
- 18 Notwithstanding what is contained in these rules, the Trust Society reserves the right to add/or amend/or correct any of these rules as required from time to time.