

LIBRARY RULES

Library Management

The following are eligible for Membership of the central Library.

- A. All Faculty, Students and Paramedical staff
- B. Retired faculty and Officers of the Institute residing in Shillong
- C. Any Person recommended and approved by the Director

Procedure for Enrollment

- A. All categories of members shall fill up the prescribed form along with two (2) pass port size photographs.
- B. All student members are to pay necessary Library Fees

Circulation of Books

For proper and timely circulation of Books and Journals among the Members:

- A. Faculty : Four (4) Books : Fourteen Days (21)
- B. Residents (JR/SR) : Four (4) Books : Fourteen Days (14)
- C. Students (PG) : Four (4) Books : Fourteen Days (14)
- D. Students (BAMS/BHMS) : Four (4) Books : Fourteen days(14)
- E. Paramedical Staff : Four (4) Books : Fourteen Days (14)
- F. Non Teaching Staff : Four (4) Books : Fourteen Days (14)

Fine for late return

- A. A fine of Rs. 2/- per day will be incurred for the delay in return of Books.
- B. A fine of Rs. 5/- on the first day and Rs. 10/- on all the subsequent days will be imposed for the delay of return of overnight books

Responsibility of the Borrowers

- A. No marking or underlining shall be permitted on any portion of the books. In case this is detected, full cost of the Books (latest edition) shall be recovered and the membership shall remain suspended until the book is replaced
- B. The books should be properly checked for torn, missing pages or other damage before borrowing
- C. The borrower shall be held responsible for any disfigurement or damage detected at the time of return of the document borrowed against the Card/Passbook
- D. Do not tamper, tear, deface, underline or cause any kind of damage to any part of the document

Loss of books

If any member loses any book borrowed, he/she should report immediately to the Librarian and he/she has to replace the same. In the event of the books/journal not being available in the market, the cost at the rate of 10% escalation per year from the date of purchase will be charged

Withholding of Clearance Certificate

All members should return their books/journals/Library Cards/Pass Book to the Library before leaving the Institute. In event of outstanding library dues the Clearance Certificate will not be issued

Usage of Cell Phones inside the Library is not allowed, bags to be kept in the luggage rack only.

Strict Discipline should be maintained in Library

Kindly Note: Library will not be responsible for any loss of belongings i.e. Mobile Phone, Money, Wallet, Purse or any other valuable items of visitors.