

# National University of Study and Research in Law, Ranchi **LIBRARY**

## **Rules and Regulations**

### **LIBRARY TIMING**

Monday to Friday  
Saturday  
Sunday  
1<sup>st</sup> & 3<sup>rd</sup> Saturday

10:00 AM to 10:00 PM  
10:00 AM to 07:00 PM  
10:00 AM to 05:00 PM  
10:00 AM to 05:00 PM

### **ISSUE/RETURN TIMING**

Monday to Friday  
Saturday

10:30 AM to 8.30 PM  
10.30 AM to 6.00 PM

(No Issue/Return on Sunday, 1<sup>st</sup> & 3<sup>rd</sup> Saturday).

### **Note: -**

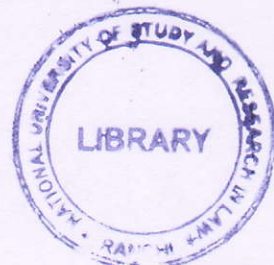
- The above timings of the library are subject to change from time to time as per requirement which will be duly notified on the Notice Board of the library.

### **GENERAL RULES**

- The NUSRL Library is primarily meant for bonafide students, Research Scholars and faculty members of National University of Study and Research in Law, Ranchi.
- The outsiders from other university / institution may be allowed only with the written prior permission of the Registrar/Dean for a limited period. They shall, however, have to consult the documents and other materials within the premises of the library.
- The person entering the library shall sign in the visitor's Register kept at the Library Gate as token of his acceptance to adhere to the rules of the library.
- Issued Book, Personal Books, belongings such as laptop covers, loose garments, shawls, umbrellas, brief cases, bags, file covers etc. are not allowed inside the library.
- Library administration will not be responsible for thing personal and belongings left and subsequently stolen or misplaced from the library premises.



- Library is meant for study; hence making noise will not be tolerated.
- Talking, discussion or using mobile phones is not allowed. Sleeping inside the library is strictly prohibited. Watching movie or video on laptop, Playing game on laptop, and eating any items are strictly prohibited and shall be accordingly penalized.
- Books/Documents will be issued/ returned to Library Card holders only.
- The Library Card will be issued to a student at the beginning of his/her career in the University, subject to the rules and regulations of the Library.
- The Library Card should be preserved carefully. Loss of the Card should be reported immediately in writing to the Librarian. Issue of a duplicate card may be considered in case of loss on payment of Rs. 100/- for students but cannot be claimed as right. The student will be responsible for books found outstanding in the original Card even after a duplicate has been issued.
- Students will present the Library Card with books at the Circulation Counter for Issue/Return.
- No other person is allowed to issue/return books on other's card.
- The physical condition of the book should be checked by the borrower while checking out. Mutilation of pages if found is to be brought to the notice of the circulation-in-charge otherwise the borrower himself / herself shall be responsible for mutilation of the book if detected afterwards.
- Books of reference, illustrated and rare books, special books, multi-volume Collections, serial publications, Journal, Magazine and periodicals will not be issued.
- Underlining, marking, folding of pages, dog biting of pages etc in the book is strictly prohibited and shall attract penalty.
- Borrowers shall ensure the immediate collection of issued books, once it is issued in their library card.
- The Librarian shall have the discretion to recall any book even before the due date.
- Students participating in moot court competitions shall require getting approval from the Moot-Court Committee about the topic on which they would borrow the books.
- No Dues Certificate will be issued only when all the documents borrowed are returned to the Library.
- The final authority to maintain order and discipline in the Library, designate a particular act as an act of indiscipline in the Library and ask the student concerned to leave the Library shall vest in the Librarian.
- Misuse of Library privilege will be regarded as breach of discipline.



## BORROWING PRIVILEGES / CONDITIONS

### For UG Students

No. of Books	Loan Period	Overdue charges
2	3 Days	Rs. 10.00 per day

### For PG Students

No. of Books	Loan Period	Overdue charges
3	7 Days	Rs. 10.00 per day

### For Research Scholars

No. of Books	Loan Period	Overdue charges
5	10 Days	Rs. 10.00 per day

## FINE / OVERDUE CHARGES

- Overdue charges will be collected as per rules prevailing in case of delay in return. The current charges are Rs. 10/- per day for the first week and Rs. 100/- per day thereafter.
- The users are liable for punishment and fine if they either misbehave with library staffs or damage the books or any other property of the library.

## RENEWALS

- There is no provision of book renewal.

## LOSS / DAMAGE OF BORROWED BOOKS

- Loss of books/documents should be reported in writing to the Librarian immediately. In case of the loss of books Borrowed by a user in his/her custody, the Borrower shall be liable to replace the book or bear the cost of replacement.
- If the replacement is not done within 15 days, the defaulters will be charged as follows:-

(A) *Two times the cost of the book, if the book is in print.*

(B) *Three times the cost of the book, if the book is out of print.*

- The decision of the Librarian will be final regarding recovery of cost.

