

HEM BARUA LIBRARY B. BOROOAH COLLEGE GUWAHATI

LIBRARY RULES

AUTHORITY

The Library Committee, B. Borooah College has the authority to establish reasonable rules and regulations regarding the Hem Barua Library and to exclude any person who willfully and persistently violates those rules. The rules will be enforced in a fair and reasonable manner with exclusion periods that vary based on the category of violation, with increasingly longer exclusion periods for Section A to Section E violations.

RULES OF CONDUCT

For the comfort and safety of students, faculty, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library premises and property:

Section A (Library Specific Violation)

- Disruptive behavior, such as creating loud noises, loud talking, screaming, or banging on computer keyboards.
- Consuming food or beverages in public areas of the Library.
- Camping on Library grounds.
- Leaving packages, backpacks, luggage, or any other personal items unattended. These unattended items are subject to immediate confiscation.
- Moving Library furniture from where it is placed by Library staff.
- Lying down or appearing to be sleeping in the Library; having feet on furniture; or blocking aisles, exits or entrances.
- Inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.
- Engaging in any activity in violation of a Library policy.
- Gambling.
- Use of earphones except with prior permission from the authority with a valid reason for use.
- Smoking, chewing, and other tobacco use on Library property.
- Bringing in items excluding personal items (purse, laptop, briefcase) that occupy considerable floor space.
- Distributing literature, gathering signatures, soliciting contributions or conducting surveys inside a library without Library authorization.
- Failing to comply with a reasonable staff request to cease behavior that interferes with the effective functioning of the library.

Section B (Serious Library Specific Violations)

- Using restrooms for bathing or shampooing, doing laundry, or changing clothes.
- Verbally or physically harassing other patrons, volunteers, or staff, including stalking, staring, or lurking.
- Entering the library or library grounds during a period of exclusion.

Section C (Drug or Alcohol Possession or Use)

- Being under the influence of alcohol or controlled substances.
- Possession or use of alcohol.

Section D (Violation toward Person(s) or Property)

- Damaging or stealing personal or Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.
- Verbally intimidating staff, or other patrons.
- Engaging in any other behavior that would constitute a misdemeanor under applicable law.

Section E (Serious Violation toward Person(s) or Property)

- Carrying, exhibiting, displaying, or drawing any firearm in a manner that demonstrates intent to intimidate another or that warrants alarm for the safety of other persons.
- Possession of any other dangerous weapon.
- Assault, fighting, or challenging to fight.
- Selling, using, or possessing controlled substances or selling alcohol.
- Damaging or stealing personal or Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.
- Refusing to leave Library property after being issued a Notice of Exclusion.
- Offensive touching and obscene acts such as sex acts, and indecent exposure.
- Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, remaining on Library property once excluded.
- Threatening other patrons or staff - verbally, physically or in writing, including all forms of electronic media.
- Engaging in any other behavior that would constitute a felony under applicable law.

ENFORCEMENT

Authorized library staff or college functionaries may intervene to stop prohibited activities and behaviors. Failure to comply with these rules may result in: 1) withdrawal of a person's permission to remain on Library property; and/or 2) issuance of a Notice of Exclusion from Library property for a period of one day to two years, as provided in policies and procedures issued by the College Librarian. A violation of law may also result in arrest and prosecution. Violations of law and/or these rules may also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Authorized personnel may base a Notice of Exclusion on personal observation or upon the sort of civilian reports that would ordinarily be relied upon by police officers in the determination of probable cause.

ADMINISTRATIVE REVIEW OF NOTICES OF EXCLUSION

An individual who has received a Notice of Exclusion may timely request an administrative review of an exclusion order that is for a period greater than seven days.

IMPLEMENTATION AND DELEGATION

The Library Committee delegates to the College Librarian the authority to adopt policies, procedures and guidelines to implement these Rules of Conduct. Such policies, procedures, and guidelines may include, but are not limited to:

1. Specifying which Hem Barua Library personnel are authorized to issue Notices of Exclusion;
2. Specifying whether non-library personnel may issue Notices of Exclusion and, if so, for which particular violations;
3. Providing guidance regarding the range of possible periods of exclusion for particular violations, including factors such as the nature and seriousness of the violation and whether it is a first or repeat offense; and,
4. Providing procedures for the administrative review of Notices of Exclusion.

LIBRARY RULES - ENTRY

- All members have to record in the “Barcode Attendance System” present at the entrance and also write their name, address and time of arrival and departure and put their signature in the Register kept at the library entrance.
- Non-member visitors are required to obtain entry-pass issued on application in the prescribed form from the Circulation Counter of the Library. They will also have to record their name, address and time of arrival and put their signature in the Register kept at the library entrance.

PERSONAL BELONGINGS

- All bags and carrying cases must be left in the shelves located at the entrance of the library. This area is under 24 hr CCTV surveillance. However, it is advisable that users carry valuables such as money bags, mobiles etc. from the bags before entering the library.
- Laptop bags are allowed provided those are thoroughly checked before and after entering the library.
- Cell phones must be muted or turned off when entering the library.

ISSUE OF BOOKS & PUBLICATIONS

All borrowers must present appropriate identification when borrowing library materials

User Category	Maximum No. of Books to be issued	Issue Period	No. of Renewals
HS Course	02 (Two)	15 Days	02 times
Bachelor Degree Course	03 (Three)	15 Days	02 times
Master Degree	03 (Three)	30 Days	02 times
Teaching Staff	15 (Ten)	One Semester	03 times
Non Teaching Staff	05 (Three)	30 Days	03 times
Temporary Staff	02 (Two)	15 Days	03 times

The Bound Volume of journals & Current Periodicals will not be issued to any user.

Issue of Reference Books: Reference Books (Maximum 2) will be issued for a period of **One Week** to Faculty Members only.

CDs & Diskettes: The CDs and Diskettes accompanying textbooks will be issued to all categories of users for **01 (One) day** only.

- All publications must be charged at the counter and shown to the staff before taking them out of the library.
- Issue of books will be stopped half-an-hour before the closing time.
- Sending the reminders to defaulters is not obligatory on the part of the library. If the books are not returned in due time, there will be fine as stipulated from time to time.

OVERDUE CHARGES:

Item Details	OVERDUE CHARGES
Books	Re 1.00/day
Reference Books (issued to faculty members only)	Rs 5.00/day
Non-book Materials	Rs 20.00/day

Collection of Overdue Charges: For Overdue Charges a Demand Slip is issued from the Circulation Desk for Payment at Accounts Section of the Institute. The SOUL Software Packages is used to maintain the record of Overdue Charges in case of all users. Students will be required to pay the fine before Registration in the next Semester.

Reminder Notice: The Library Staff will issue reminder notice to all defaulters.

LIBRARY ID CARDS

All the library members would be given a Barcode based Library Id card. Users must affix his/her latest passport size photograph on the ID card. This card will be valid for the entire Course subject to renewals when asked for. This Library ID card is to be presented for borrowing library materials. The borrower's card is "Non-transferable". Proxy issue is not permissible except under certain circumstances such as illness etc. But if any one wants to draw a book against other member's ticket he should bring an "Authority Letter" from the owner of the ticket specifying the book to be borrowed and reason. In case of loss of ID card, a penalty as decided would have to be paid for getting a duplicate Library ID Card. Application form for membership may be obtained from the librarian.

LIBRARY RULES - LOSS OF BOOKS

- Books damaged or lost will have to be replaced with the latest edition. If the user cannot replace the lost copy he will have to pay 3 times the original cost of the book. If any book is in a damaged condition while taking out from the library, this should be brought to the notice of the librarian; otherwise the borrower will be held responsible for the same.
- Dog-earing, marking or underlining the pages of publications or cutting pages, illustrations, advertisements or damaging the publications in any way is strictly prohibited. The defaulters will not only be required to pay the cost and penalty for such offences but will be deprived of the library facility and the appropriate authority will be asked to take suitable action against him/her.

LIBRARY RULES – MEMBERSHIP

Members of the following institutions can become borrowing members of the library:

- Permanent Teaching Staff of B. Borooah College.
- Bonafide Students of B. Borooah College.
- Permanent Non-Teaching Staff of B. Borooah College