

## HUSS Library Lending Rules and Regulations

October 7, 2014

	<b>Faculty, Visiting Faculty and Language Instructors</b>	<b>Full-Time Research Scholars and Staff</b>
<b>Number</b> of books that can be issued at a time	Upto 8 books	Upto 5 books
<b>Duration</b> of book issue	28 days	
<b>Reserving</b> of books (Librarian will reserve book in Libsys and send an email to the person who has issued the book)	Upto 8 books	Upto 5 books
<b>Duration</b> of book issue if reserved by another user	7 days from the day email sent out or until actual due date (whichever is earlier)	
<b>Reissue</b> of books	Unlimited (unless reserved by another user)	
<b>Late</b> return fine for regular books	Rs. 10 / day	
<b>Late</b> return fine for reserved books	Rs. 20 / day	
Unreturned / <b>Lost</b> book fine	Replacing the book OR paying the current replacement price of the book by challan	
<b>Damaged</b> book	30% of listed price of the book by challan	
<b>Payment</b> of fine (processed at the end of every semester by the Department Library Committee)	By challan to the Accounts Office OR by purchasing a book of equivalent value and donating it to the Department Library (users can pool together their fines and purchase a book) <b>before</b> the Library closes for the Semester Stock Verification Process.	

1. Book is deemed lost if it is not returned within one month of due date.
2. All users must provide a contact email to the librarian. Non-receipt of email regarding book reservation cannot be a basis for waiving late fines.
3. Books may be marked as Reference Books from time to time for specific durations (for example, a semester). They cannot be issued to users and must be used within the library.
4. Part-time HUSS Ph.D. students and outsiders with a valid IIT Delhi ID can use library resources within the library but cannot issue books.
5. Users will be registered into Libsys for availing book issue services every semester. Registration will not be done if there are over-due fines in a user's account.
6. Progress reports of research scholars will not be forwarded to the PG section if they have over-due fines at the end of every semester.
7. No Dues Certificate: At time of graduation (for research scholars) and leaving the institute (for faculty), a "No Dues" certificate from the library will be required. This will not be issued under any circumstances if there are books issued against a user's name and / or there are unpaid fines in the user's account.
8. Books cannot be renewed / reissued through email or telephone. Users must physically present the books and sign in the register.

These rules may be modified from time to time by the Department Library Committee.

## **Hours of Operation**

Monday to Friday: 9:30 am to 5:30 pm  
(except Institute holidays)

Lunch Break: 1-2 pm

Tea Break: 11-11:15 pm and 3:45-4:00 pm

Librarian: Ms. Shweta Verma  
(2659-6589)

## **Responsibilities of Library Users**

In order to preserve the HUSS library collection and to ensure on-going access to it, users are expected to respect the rules and regulations around use of library materials and property and to assist in the protection of library materials. It is **prohibited** to remove materials or property from the library without authorisation and to destroy, deface, or abuse library materials or property.

Every user of the library has a **responsibility** to:

- safeguard the integrity of library resources;
- respect the restrictions placed on access to and use of those resources;
- respect the rights of others to the quiet use of the library; and
- respect the authority of the librarian whose job it is to protect library resources.

Users who fail to comply with library rules and regulations are subject to **revocation** of library privileges and other disciplinary action by the Department Library Committee. All library users are subject to library fines.