

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
AN INSTITUTE CERTIFIED UNDER THE STANDARDS OF ISO 9001:2015
JAWAHARNAGAR : KHANAPARA : GUWAHATI - 781022

No. AASC(L)/29072/224672
2023

Dated GUWAHATI, 17th July,

LIBRARY RULES & REGULATIONS

OPENING TIME OF THE LIBRARY:

1. The Library shall remain open from 9.30 AM to 7 PM on all working days, unless otherwise ordered on specific occasions. The Library will remain closed on all State Government holidays. All users must prepare to leave the Library ten minutes before closing time and to be out of the Library building by closing time.

PERSONS ENTITLED TO USE THE LIBRARY:

2. The following persons will be entitled to borrow books and use the library as a reader-
 - i) Officers /Faculty members of Assam Administrative Staff College.
 - ii) Guest Faculty Members/Resource Persons.
 - iii) Participants of different training programmes.
 - iv) Employees/Staff of Assam Administrative Staff College.
 - v) All Gazetted State government officers and All India Services officers of Assam serving in Kamrup (Metro) district on the recommendation of their respective Heads of Departments and on payment of Rs. 1000/- as security deposit. Application for membership in the prescribed form should be submitted to the Director of Training with recommendation of the respective Heads of Department. It shall not be mandatory to provide recommendation from departmental head for an officer in the rank of Deputy Secretary and above or in case the officer himself/herself is the Head of Department/Organisation.
 - vi) Maximum 40 (forty) candidates who have successfully cleared the preliminary examination of **state/central civil service** examination on first cum first serve basis and upon approval of Director of Training will be entitled to use the reading space only for a period of 3(three) months initially. It is subject to extension, with due approval of Director of Training. Application in prescribed format alongwith relevant documents have to be submitted by the candidates for availing the library facilities except book borrowing.

BORROWING FACILITIES:

3. Number of books to be issued to the members are as follows:

Sl. no.	Category of member	Maximum entitlement of books	Maximum borrowing period
i	Officers /Faculty members of AASC	10	60 days
ii	Guest Faculty Members/Resource Persons	02	Period of training programme
iii	Employees/Staff of AASC	05	60 days
iv	Participants of training programmes having duration of more than one week (excluding PETC)	04	Period of training programme
v	Participants of training programmes having duration of 1(one) week	02	Period of training programme
vi	Officers as per rule 2(v)	02	30 days
vii	Participants of Pre-Examination Training Course(PETC)	04	30 days

a) Rs 2 per day per book will be charged if the book is not returned on or before the date.

b) If there is a delay of 3(three) months from the due date for the return of books, the membership will become invalid and renewal of membership is possible with a deposit of fee of Rs 200/-which is non-refundable.

GENERAL LENDING RULES:

4.The general conditions of lending are as follows-

1/224672/2023

- a) Members must produce their valid membership card while borrowing the books. They must ensure that the borrowed books are in good condition before leaving the Issue Counter.
- b) Members shall be held responsible for any mutilation found in the library books when returned. They must check and report any mutilation found at the time of issuing the book.
- c) No new book shall be issued to members till after a week of their being displayed in 'New Arrivals.'
- d) Members must ensure that the books issued to them have been returned or renewed on or before the date scheduled.
- e) The members must obtain a Library Clearance Certificate before claiming refund of the security deposit.
- f) Security Deposit of Rs. 1000/- shall be returned to the members only on return of the membership card(s), all borrowed books in good condition (devoid of any mutilation, markings, or any other damage) alongwith the late fine (if applicable).
- g) For renewal of an issued book, the book must be physically brought to the issue counter. Borrowed books can be renewed at the Issue Counter as per Rule 3.
- h) All books borrowed from the Library have to be returned even before due date as and when required by the Librarian or Officer-in-charge of the Library either at the time of stock verification or for any other purpose.
- i) Any member retaining a book beyond the time limit shall pay a fine/overdue charge of Rs 2/- per book per day until the book is returned and he/she will not be issued any more book till he/she furnishes receipt of the payment of fines. The fines shall be calculated from the due date and the amount shall be paid to the Librarian of AASC.
- j) Journals/ periodicals/ encyclopaedias/ dictionaries/ directories/rare books/ maps/ official documents/ CD-DVD/ cassettes etc. will not be issued to any member. These will be available only in the Reference Section for consultation/reading inside the library.
- k) Any book not returned in response to an overdue notice will be considered as lost and the member would be asked to pay for the compensation of the lost book, as indicated in Rule 5(c).

LOST OR DAMAGED BOOKS/MATERIALS:

5. In case of lost or damaged books/materials, the following rules shall apply-

- a) Lost Library cards shall be replaced on payment of Rs. 50/- per card, and the members shall be held responsible for the books issued against the card.
- b) Members must report the loss of library materials immediately to the Librarian and they must pay the compensation for the lost book/material.

- c) In the event of loss of borrowed library books, the concerned member shall have to replace the book within 30 days, failing which he/she should pay the current market price of the book plus 25% surcharge.
- d) In case the lost book is out-of-print, cost of 3 times the original price shall have to be paid by the member as compensation.

USE OF LIBRARY MATERIALS:

6. The library materials shall be used as per the following rules-

- a) Every member taking a book out of the Library shall be responsible for proper up-keep of the book and shall use it without any damage, mutilation and marking.
- b) A defective book/material should be brought to the notice of the Librarian immediately at the time of issue.
- c) No book shall be taken out of the Library before completion of the processing formalities.
- d) Tempering/disconnecting any equipment, altering any settings, storing personal files, installing any software/peripherals in the library computers are strictly prohibited.

USE OF E-RESOURCES/DIGITAL LIBRARY:

7. The rules for using digital library /e-resources shall be as follows:

- a) The Digital Library of AASC shall include following resources -
 - i. Training manuals, presentations, lecture videos, photos etc. pertaining to the trainings conducted by AASC.
 - ii. Newsletters, magazines, reports, manuals, books etc. published by AASC or it's Centres/faculties.
 - iii. Subscribed e-books, e-magazine, e-journals, e-databases etc.
 - iv. Any other digital media relevant to AASC.
- b) Members shall have to register themselves to get access of the Digital Library.
- c) Unauthorised/automated/prolific downloading of digital resources is strictly prohibited.
- d) Resources of the Digital Library should be used for educational and non-commercial purposes only. Members shall adhere to the guidelines provided by AASC from time to time in respect of e-resources.
- e) Any Resources having copyright/Intellectual Property Rights protection shall not be available for downloading.
- f) The Librarian shall be the web administrator for the Digital Library of AASC. He/she shall be responsible for content management and proper upkeep of the digital library/ e-resources under the supervision of officer-in-charge.

- g) A Digital Library Committee shall be constituted for smooth functioning of the Digital Library which shall also include members from the IT section of AASC. The Committee shall propose rules/guideline for usage of digital resources from time to time.
- h) The Director of Training may issue any such instructions as may be necessary from time to time for efficient functioning of the digital library/e-resources applications as and when applicable.

GENERAL RULES

8. The general rules to be followed by the member inside the library are -

- a) Conduct not conducive to the proper use of the library is forbidden.
- b) All Library users entering the Library shall sign the entry register.
- c) A Library member shall produce his/her identity card or membership card at the entrance of the Library.
- d) Smoking, eating and drinking any type of beverage inside the Library is strictly prohibited.
- e) Any member found mutilating any book/material inside the library shall have to pay compensation as per Rule 5(c).
- f) Theft of library material is offense punishable by law. Appropriate action will be taken by the library against the offenders.
- g) Silence shall be strictly observed in the Library. Mobile phones/alarms should be silenced/switched off inside the library.
- h) Readers shall not be allowed to bring their personal belongings others than notebooks or laptops beyond the reception desk. They can leave all such articles at the property counter for safe custody. However, the Library shall not be held responsible for the loss of any personal belongings of the users.
- i) Membership cards are not transferrable and must be produced as and when required by the Librarian.
- j) The Librarian has the right to ask a non-member to leave the Library. No stranger/unauthorised person shall be admitted unless accompanied by a member or an officer.
- k) The library's internet room (E-Library) and network connectivity facilities such as WiFi and LAN shall not be used for accessing social media, browsing entertainment sites, playing online games, downloading non-educational materials etc.
- l) The Library shall not be responsible for any cyber fraud or loss/leakage of personal information while using E-Library facilities. Members are advised not to share personal/financial details using Library's internet.
- m) Members found violating any of these rules or misbehaving in any way or disturbing others readers by conversation or otherwise shall not be allowed to remain in the Reading Room and their membership may be

cancelled. On such cancellation, the member shall surrender all the books borrowed by him as well as the card.

RULES FOR PRE EXAMINATION TRAINING COURSE (PETC) TRAINEES

9. The rules for the trainees of Pre Examination Training Courses shall be as follows -

- a) Each PETC trainee is entitled to borrow four (4) books on deposit of Rs. 2000/- as refundable security deposit.
- b) The trainees shall return all the borrowed books and collect the clearance certificate from the Librarian to get the security deposit refunded within seven (7) days from the conclusion of the training programme.
- c) A book will be issued for 30 days at a time, after which renewal can be done for another 30 days. If the book is not returned after completion of the due date of return, a fine of Rs. 2/- per day shall be levied. On exceptional grounds, the Director of Training may waive the fine.
- d) PETC trainees can apply for Library Reading Room Facility after completion of the training for a maximum period of sixty (60) days at a time. All other rules as applicable for PETC trainees during the training programme shall apply. However, the Director of Training has absolute right to accept or reject or terminate such membership at any point of time.

LIBRARY RULES FOR THE OFFICER TRAINEES ETC. :

10. The following rules shall apply in respect of Officer Trainees, while on training at AASC -

- a) Officer Trainees shall return the Library books one day before the Valedictory Function of the Training programme. They should obtain the Library Clearance Certificate from the Librarian which should be presented to the Course Director to get awarded with the certificate of training.

SAVING CLAUSE :

11. Notwithstanding anything contained in foregoing paragraphs, the Director of Training may relax and vary the conditions in the event of unavoidable circumstances and in public interest.

COMMENCEMENT :

12. These Rules shall take effect immediately and are in supersession of the Rules issued under memo no. AASC(L)128/93-94/21 dated 20-01-94.

Director of Training
Assam Administrative Staff College,
Jawaharnagar, Khanapara, Guwahati -22

Memo No. AASC(L)29072/224672
2023

Dated Guwahati, 17th June,

Copy to :- All Concerned.

Sd/-

Director of Training
Assam Administrative Staff College,
Jawaharnagar, Khanapara, Guwahati -22