

The National Law University Orissa (Library) Rules, 2010

In exercise of the powers under section 5(zn) the National Law University Orissa Act, 2008 (Act 4 of 2008) and without prejudice to the generality of powers vested in the University by the said Act, the University makes the following rules for its Library.

PART I

PRELIMINARY

1. **Short Title** – These rules may be called the National Law University, Orissa (Library) Rules, 2010. These library rules shall be applicable to all the users, except members of faculty and other non-teaching staff of the University, of library services of the National Law University, Orissa (NLUO). These rules shall come into force from the date of its approval and notification.
2. **Definitions** – In these rules unless the context otherwise requires.
 1. “**Act**” means the National Law University Orissa Act, 2008 (Act 4 of 2008);
 2. “**Chairperson**” means the Chairperson of the Library Committee;
 3. “**Chartered Holiday**” means a holiday or a number of holidays including summer, winter and/or internship breaks or any other day declared and duly notified as such by the University;
 4. “**Library Committee**” means the committee constituted by the Vice-Chancellor of the University for the purpose of looking into the matters relating to the library;
 5. “**Library**” means the Library of the National Law University of Orissa (NLUO), Cuttack;
 6. “**Library Card**” means the Student Library Ticket;
 7. “**Library In-charge**” means the member of faculty appointed as such by the Vice-Chancellor to look after the matters of the library and who is the chairperson of the library committee;
 8. “**Member**” means a person whose name is enrolled in the membership register maintained by the library;
Explanation: For the purposes of these rules, an associate member or a visitor shall not be considered as a “member”.
 9. “**Moot Team**” means a team of speakers and researchers selected and designated as such in relation to a moot court competition, by the competent committee from the ‘pool of speakers and researcher’;
Explanation: Moot team does not include any team which participates in the internal selection rounds or moot courts that may be part of the curriculum;

10. **“Pool of Speakers and Researchers”** means a group of speakers and researchers selected and designated as such by the Moot Society in the internal moot court ‘competition for representing the University in various moot court competitions;
11. **“Rules”** means the National Law University Orissa (Library) Rules, 2010, as amended and duly notified from time to time;
12. **“Student Disciplinary Committee”** means the committee constituted under the National Law University Orissa (Hostel Discipline and Conduct) Rules, 2009, as amended and duly notified from time to time;
13. **“Student Library Committee”** means the committee constituted as per rule 67 of these rules;
14. **“University”** means the National Law University, Orissa (NLUO) at Cuttack;
15. **“User”** means a member, as associate member or a visitor as the case may be;
16. **“Visitor”** means any outsider who is neither a member nor an associate member;
17. **“Users’ Register”** means a register kept for the purpose making required entries by users while entering and getting out of the library.

PART II

LIBRARY TIMINGS AND ENTRY

3. **Library timing:-** Subject to rules 4 and 5 of these rules, the Library shall remain open between 08:00hrs. and 22:00 hrs. throughout the year.
4. **Library timing during breaks:-** Notwithstanding anything said in these rules, during summer, winter and internship break, as the case may be, the library shall remain open between 09:00hrs. and 17:00hrs.
5. **Closure of library:-** Library shall remain closed on National Holidays i.e. 26th January, 15th August, and 2nd October and on the occasion of Christmas, Holi, Diwali, Durga Puja and any other chartered holiday(s).

Provided that the specific days of closure of the Library on the occasion of Christmas, Holi, Diwali and Durga Puja shall have to be duly notified and such notified days shall be considered as chartered holidays;

Provided further that the library may be closed at the discretion of the University at times other than holidays, for example, due to abnormal change in weather conditions, stock verification etc.

6. **Vacating of library premises by users:-** Users shall leave the library ten minutes before the closure of the library.
7. **Identity card etc:-** Carrying of an appropriate and valid identity card or library pass, as the case may be and wherever applicable, is must for users.

PART III

MEMBERSHIP, ASSOCIATE MEMBERSHIP AND VISITORSHIP

8. **Membership:-** Membership of the library may be automatic or by application.
9. **Automatic membership:-** students of B.A./B.B.A/B.C.A/B.Sc. /LL.B. (Hons.), LL.M., Ph. D., PG Diploma or any course(s) as may be conducted by the University shall be deemed to have become the members of the library automatically on their admission to the University and shall have all the privileges of membership.
10. **Associate membership by application:-** Subject to the provisions of these rules, any person who is not being a student under Rule 9 may apply in writing to the library for associate membership. Such application shall be processed as per procedures to be notified by the library.
11. **Visitorship:-** Bona-fide visitors may avail limited library facilities by submitting the duly filled in application form in the prescribed format available at the library reception counter along with a photocopy of at least one valid address, and identity proof with photo and two passport size photographs;
Provided that when the said photocopy of identity proof is not an attested one, the original photo identity card shall be produced for verification at the time of applying for library facilities.

PART IV

ISSUE AND RETURN OF TITLES

12. **Issue of titles:-** Issue shall be the privilege of members only.
13. **Library tickets:-** Library tickets of any mode are the property of the Library. They shall be returned to library on demand or when ordered or at the time of leaving the University, whichever is earlier.
14. **Number of library tickets:-** Every under graduate and post graduate student shall be entitled to get two and three library tickets respectively.
15. **Number of title to be used against a library ticket:-** Only one title shall be issued against and on presentation of a library card physically or any other authorized mode including electronic mode.
16. **Transferability of ticket(s):-** Library ticket(s) is or are non-transferable.
17. **Period of lending:-** Subject to Rule 19 of these Rules, a student of B.A., B.B.A., B.C.A. or B.Sc. LL.B. (Hons.) is allowed to borrow a title at a time for two days while a student in any of the post graduate course is eligible to borrow a title at a time for three days. In case of

Ph.D. candidates instead of three days an extended time of up to seven days may be notified by and at the sole discretion of the Library.

18. Titles to be and not to be issued:- No title shall be issued to users if it is classified under 'Reference' category. Affixing of a stamp reading "REFERENCE" or the English alphabet "R" with in square shall denote that a book or material is a reference title and available for reference within the library premises only.

19. Issue of titles to moot teams etc.:- Notwithstanding anything said in these rules, the moot teams may be allowed in the discretion of the Library to issue as many books as may be necessary and available in the library including reference books, when such duly designated team is working in relation to and for the preparation of a moot court competition where the University will be represented.

Provided that the issue of reference books under this rule shall be for overnight use only.

Explanation:-Taking of reference books to the moot court venue shall be construed as overnight use for the purposes of this rule.

Provided further that upon return from a moot court competition, the team members shall return the title(s) at once. Failing which would lead to the initiation of appropriate action(s) under these rules.

20. Reissue of titles:- Subject to the reservation made any other user, a book may be reissued in the discretion of the Library.

Provided that no book shall be in the hands of same user for more than 10 days. In calculation the ten days limitation period, the chartered holidays and days of summer vacation, if any, shall be included.

21. Freezing of issue of title(s):- Notwithstanding anything containing in these rules, the Library may freeze the issue of any or all title(s) of any or all subject(s) for reasons to be recorded in writing.

Explanation:-For the purposes of this rule reasons include intra-University moot selections rounds, mid-semester or end-semester examination etc.

22. Damage to library resources, infrastructure etc.:- Users are responsible for any damage caused by them to the books or any other property belonging to the library. Any such act will lead to strict action as per these rules and are required to pay the penalty imposed upon them by the Librarian.

Explanation:- Upon issue of a title member concerned shall be solely responsible for any damage to or loss of such title.

PART V

LIBRARY DUES CLEARANCE

- 23. Returning of titles:-** Title(s) must be returned on or before the due date. However, the Library reserves the right to recall any of the book(s) before the due date and it shall be the duty of the users to return the book(s) and/or other material(s) within the specified time.
- 24. The Library may endeavor to remind the due dates but cannot be held liable under any circumstances for not reminding.**
- 25. Non-compliance** of Rule 16 shall attract a fine of Rs. 5/- (Rupees Five Only) per day for the first 3 days, Rs. 10/- (Rupees Ten Only) per day for the next 07 days. In calculating the third or fifth day limit weekly holiday(s) and chartered holiday(s) shall be included;

Illustration: If the due date is 12th August and the member returns the book or other material on 16th August, she/he shall have to pay INR 25/- INR 5/- (Rupees Five Only) per day for 13th, 14th and 15th of August and INR 10/- (Rupees Ten Only.) for 16th August.

PART VI

LOSS OF LIBRARY TITLES AND LIBRARY CARD(S)

- 26. Safekeeping of library cards:-** The members are responsible for the safekeeping of library cards issued to them.
- 27. Reporting of loss of library card:-** Loss of library card should be reported to the Library at the earliest.
- 28. Issue of duplicate library cards:-** Duplicate library card may be issued on payment as decided by the library from time to time and against an application made in writing by the member concerned.
- 29. Responsibility of members for misuse of their library ticket:-** Members shall be responsible for any loss which library might suffer through the loss or misuse of their library card.
- 30. Payment of fine etc. for loss of title:-** In case of loss of book(s) by the borrower, user in addition to the payment of fine as decided by the library must either replace the book(s) or bear its printed cost.
- 31. Replacement etc. In case of multi-volume set title:-** If the damaged or lost book is of a multi volume set, then the concerned member shall be liable to replace the whole set or pay four times the cost of the same.
- 32. Fine amount to be extended up to INR 5000/- in case out of print books:-** In case of books that are out of print the fine may extend up to INR 5000/- (Rupees Five Thousand Only.), in addition to the actual printed price of the book.

PART VIII

EBRARY (E-LIBRARY)

- 33. Academic use of ebrary resources:-** Ebrary resources including software as well as hardware are exclusively meant for academic use only. Under no circumstances users are permitted to use the resources for any other purposes including but not limited to playing games/music/movies and/or chatting etc.

34. Software installation etc. The users shall not install or uninstall any program or software or service etc. in any of the library computers.

35. Non-functioning etc. to be reported to library or to ICT cell:- Non-working of any device of the computer shall be reported at the reference desk or to the person in charge of Information, Communication and Technology cell.

36. Use of computers:- The users are allowed to use the computer for any period of time as their work demands. However, if need be the user can be asked to give others opportunity to use the computers, in the discretion of the Librarian or in absentia by the person in-charge of library

37. Computer reserved for members of faculty:- One computer in the Ebrary is reserved for members of faculty. However, when the machine is free the users may use the same.

PART VIII

PHOTOCOPYING, PRINTING ETC.

38. Photocopy etc. to be done at user's own risk:- The users are hereby expressly advised that the library does not guarantee the quality of photocopy or printing or any other allied facility as it is a private arrangement between users and service provider independent of the Library and the University administration. Any discrepancy/ies relating and/or incidental to the printing etc. has to be sorted out by the user directly with the provider of the facility. The library shall not be liable for any discrepancy. However, the information may be passed on to the library as a feedback.

PART IX

LIBRARY USAGE AND DISCIPLINE

39. Signing of user's register:- Every user who enters the Library will sign the Users' Register.

40. Deposit of personal belongings of users:- User's personal belongings are to be deposited at the property counter. However, the personal book(s) and other necessary stationary items shall be permitted.

41. Maintenance of discipline in library premises:- Users shall maintain discipline in the library premises.

42. Observing silence in library:- Users shall observe silence in the library premises.

43. Prohibition of smoking etc. in library:- Smoking, eatables and drinks are not allowed inside the library premises.

44. Prohibition of mobile phones in library:- Use of mobile phone(s) is strictly prohibited.

Explanation:- Unused mobile phones must be switched off or to be kept on silent mode when brought inside the library premises.

45. Use of radios etc. :- Radios, stereos, ipod, cassette/CD/DVD/MP3players or other audio and video equipment are not allowed unless earphones or headphones are used to prevent the

sound being heard by others and the user does not make any noise while using such equipment(s)

Provided that if no earphones or headphones are used, the users shall mute the sound system of personal computers so as to avoid the disturbance to other users.

46. Checking at the time of exit:- Users may be checked at the time of leaving the library at the exit gate.

47. Reshelving of titles:- Users shall leave the titles on reading table only. They shall not reshelve them.

48. Removal of titles from library:- Subject to these rules, no title should be taken out of the library.

49. Tearing of pages and/or stealing of titles:- The readers who got caught tearing pages/stealing books shall be suspended forthwith from using the library facilities and further disciplinary action under these rules shall be initiated against them by the University.

50. Prohibition of marking, defacing etc.:- Marking, defacing etc. of any title is strictly prohibited.

51. Misbehaving etc. by the users:- The library reserves the right to order evacuation of any user or to suspend/cancel the membership/associate membership etc., if any user is found misbehaving or abusing the library staff or behaving in an indecent or obscene manner.

52. Personal books and materials:- Library staff will not be responsible for loss or damage of user's personal books or any other materials.

53. Duty to refer to notices issued by the library:-The users are required to take note of the communications issued by or on behalf of the library. Prior notice can be had from library reference desk.

PART X

LIBRARY SERVICES FOR ASSOCIATE MEMBERES AND VISITORS

54. Library facilities for associate members and visitors:- Associate members and visitors shall have limited library facilities as decided by the library

55. Payment of annual associate membership fee:- The associate members shall have to pay the prescribed annual fee as decided by the library from time to time.

56. Visitor's entry fee and reduction or waiver thereof in certain cases:- The visitor(s) shall have to pay the 'Visitor's Entry Fee' as decided by the library from time to time. However, if the visitor is a researcher, the University in its discretion may waiver the fee or charge a lesser amount.

Provided that if the visitor is a research scholar and desirous of availing fee waiver or concession, s/he has to submit a bona-fide certificate from the concerned supervisor, guide or Head of the Institution/Department.

57. Issue and display of identity card, visitor's pass etc.:- Once the processing of the application is over, there shall be an identity card or a visitor's pass issued to the associate

member or visitor respectively and the same shall be produced at the time of entry to the library and to be appropriately displayed while being inside the library premises.

58. Restrictions on visitors and preference to research scholars:- The University may limit the number of visitors at a time or may put time restrictions. However, preference shall be given to researchers over general visitors.

59. Issue of titles to associate members and to visitors:- Notwithstanding the written permission under Rules 10 and 31, no associate member or visitor shall be allowed to issue any printed materials including but not limited to books, journals or other materials in electronic format including CDs, DVDs or any other materials from the library.

PART XI

DISCIPLINARY ACTION

60. Suspension pending enquiry:- Violation of these rules may lead to suspension of membership or associate membership or visitorship, as the case may be by the concerned authority, pending enquiry by the Library Committee, Library Disciplinary Committee or pending trial in a Court of law. However, no penalty shall be imposed without giving the user a reasonable opportunity of being heard.

61. Authorized persons to take disciplinary action:- The following persons or group of them as the case may be are authorized to take disciplinary action under these rules.

1. Librarian/Library in-charge.
2. Assistant Librarian(s);
3. Any other person or group of persons as a committee appointed or approved by the Vice-Chancellor.

62. Power of the Library Committee to impose penalties:- Notwithstanding anything said in Rule 56, any penalty which may be higher than that of summary expulsion of more than one day and up to 7 days and/or a fine exceeding INR 500/- (Rupees Five Hundred Only) but less than INR 5000/- (Rupees Five Thousand Only) may be imposed by the Library Committee.

63. Power of the Library Disciplinary Committee to impose penalties:- Any penalty which is higher than expulsion of 7 days and/or fine of INR 5000/- (Rupees Five Thousand Only) and above may be imposed only upon the recommendation of the Library Disciplinary Committee (LDC) and which shall consist of

1. Librarian/Library in-Charge;
2. One Assistant Librarian nominated by the Vice-Chancellor;
3. One Member not being the Chair Person from the Library Committee nominated by the Vice-Chancellor;
4. Two Faculty Members nominated by the Vice-Chancellor; and

5. Two student representatives elected by and from the members of the Student Library Committee (SLC) (Until the constitution of such committee two members from SDC).

64. Power of LDC to refer matters to the University Disciplinary Committee:- Notwithstanding anything said in these rules, LDC may refer a matter to the University Disciplinary Committee for appropriate action.

PART XII

NATURE AND KINDS OF PENALTIES

65. Nature and kinds of penalties:- Any or some of the following penalties may for violation of the rules or for other sufficient reasons(s) in relation to library be imposed upon a user, namely:-

1. Written Warning to a User and/or to the parents/guardians;
2. Suspension from the reading room/library for a specific period;
3. Suspension or cancellation of issue of books and materials from library for a specific period;
4. Recovery of the pecuniary loss to the library;
5. Fine of INR 5000/- and which may extend up to 10000/- along with the recovery of the pecuniary loss to the library;
6. Rustication from the University; and/or
7. Any other penalty deemed fit by the University.

66. Automatic suspension from the reading room:- Every second written warning shall automatically lead to the suspension of user from the reading room(s) of the library for one week.

Explanation: For the purposes of this rule second, fourth or sixth warning, if any, shall be in the same semester.

PART XIII

APPEALS

67. Appeal:- Any user who is aggrieved by any disciplinary action may file an appeal before the Vice-Chancellor. The decision of the Vice-Chancellor shall be final and the same shall be considered as the final decision of the University.

PARTXIV

STUDENT LIBRARY COMMITTEE

68. Student Library Committee, constitution etc. :- There shall be a student Library Committee(SLC) comprising of one elected representative per stream per batch.

Provided that until the third batch of students got admitted into the University, not more than four persons may be selected from each stream i.e. 1. B.A LL.B (Hons.), 2. B.B.A, LL.B (Hons.), 3. B.C.A. LL.B (Hons.) or 4. B.Sc. LL.B, (Hons.), as the case may be

69. Office bearers of SLC:- The SLC shall have a convener and a co-convener and other office bearers as decided by the members *inter se* and chosen/elected from the members of the SLC.

70. SLC to represent the students community:- In relation to library matters, the SLC shall represent the student community before the University and library authorities.

71. Other activities of SLC:- The SLC may plan its own activities including organizing book fair etc. as permitted by the University.

72. Term and reconstitution of SLC:- SLC's term shall be of one year. Thereafter, it shall be reconstituted as per these rules.

73. Internal Functioning of SLC:- SLC shall have its own internal rules, procedures etc. for better functioning. Any such rule or procedure to the extent it violates or contradicts these or other rules or regulations of the University or the Act shall be null and void.