



Library, Documentation and Information Science  
Division INDIAN STATISTICAL INSTITUTE  
KOLKATA

## Rules & Regulations-2018 of the Library

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### 1. Preamble

Services of the Library are provided primarily to students, faculty, staff, and Office Bearers of the Institute, and are extended to member of public who satisfy certain terms and conditions. The library collections of the Indian Statistical Institute are national property and as such are subject to special protection. These rules are designed to ensure that all members may obtain the maximum benefits from library facilities. All members should exercise self-discipline, respect and consideration for others when using the Library. By the act of using any facility of the Library, a user agrees to abide by these rules of the Library.

### 2. Scope

These rules and regulations govern the use of the Central Library, Project Collections, Special Collections and Statistical Workers' Circulating Library of the Institute. These rules supersede all existing rules & regulations of the Library.

### 3. Rules

#### 3.1 Working Hours

The Library System remains open as follows:

Library/Days	Monday-Friday	Saturday/Sunday & other Holidays
Central Library	10.00-20.00 Hours	10.00-18.00 Hours
Statistical Workers' Circulating Library	10.00-17.30 Hours	Closed

1. The Library remains closed every year on 26 January, 15 August, 2 October, and Holi.
2. Recess: 13.00-14.00 Hours

## Rules & Regulations-2018 of the Library

### 3.2 General Rules

- 3.2.1 By the act of using any facility of the Library, a user agrees to abide by the rules of the Library.
- 3.2.2 Members will not be allowed to use the library in absence of the membership card
- 3.2.3 Library membership card is not transferable.
- 3.2.4 Silence must be observed in the Library. Sleeping is prohibited in the library.
- 3.2.5 It is not permitted to work in-group and study verbally in the Library.
- 3.2.6 Use of any tobacco product including smoking is prohibited in the library.
- 3.2.7 Mobile phones and other devices likely to cause disturbance shall always be in silent mode.
- 3.2.8 Portable computers may be used after taking necessary permissions from the Library Authority.
- 3.2.9 Library telephones are for exclusive use of the Library Staff.
- 3.2.10 All games are prohibited.
- 3.2.11 Members are required to carry their library card at all times and must show them at the request of the Library Staff.
- 3.2.12 No person may misplace, misfile, misuse, damage or attempt to damage any library resources. The members shall be responsible for any damage done to the documents or any other property belonging to the Library, and shall be required to replace such library resources/property damaged or to pay the value thereof.
- 3.2.13 Members are responsible for keeping the Library informed at all times of their current term-time, telephone number and present communication addresses. If a user does not fulfill her/his obligation to report changes and the Library has to find out data itself, the user will be required to pay any costs incurred by the Library.
- 3.2.14 Except with the approval of the Library Authority, no broadsheets, handbills, newspapers, or other materials, notices of the Library or the Institute, may be displayed or distributed within the Library.
- 3.2.15 No security deposit shall be repaid until all books and dues outstanding against the member and Library Card have been duly returned.
- 3.2.16 The Library Authority preserves the right to forfeit the security deposit to recover any "due".
- 3.2.17 No documents on display in "NEW ARRIVALS" will be issued before 30 days from the date of display. However, they may be consulted within the Library.
- 3.2.18 All members associated with Institute should obtain Clearance Certificate from the Library before they leave the Institute, otherwise their diploma/certificate, stipends/fellowships, and/or other dues etc. may be withheld.
- 3.2.19 All personal belongings except purses and notebooks should be deposited at the Property Counter. These should be taken back at the time of leaving the Library. The library cannot be held responsible for lost or stolen items..
- 3.2.20 Blank CD can be taken inside after showing at the Checkpoint.
- 3.2.21 All users are requested to show their belongings at the Checkpoint before leaving the Library.
- 3.2.22 As you exit the main entrance, you will pass through the security gate. If the alarm sounds, return to the Circulation Desk for assistance. The security gate will not harm computer disks or other electronic media.
- 3.2.23 Member cannot bring personal books/photocopies etc inside the Library for consultation.
- 3.2.24 Whenever a fire alarm sounds in the Library all users must vacate the Library immediately.

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- 3.2.25 All library resources must be borrowed before leaving the Library. Unborrowed items taken beyond the Electronic Gate are considered stolen. Offenders are liable for suspension and stern disciplinary action.
- 3.2.26 Photography, filming, videotaping and audio taping are not allowed without the permission of the Library Authority.
- 3.2.27 The Library Authority has the discretion to suspend library membership, including access to the Internet, to borrowers who fail to return items or fail to pay charges after due notification, cause repeated disturbance or otherwise fail to comply with these rules and regulations.
- 3.2.28 All documents are issued till the date stamped on the date label &/or official receipt of issue. If there is any discrepancy between date label and the Issue Receipt, it is the borrower's responsibility to inform the Library Staff at the Circulation Desk about it.
- 3.2.29 Library resources taken from the stacks should not be re-shelved by the users.
- 3.2.30 Library Committee will decide the procurement of all types of information resources by examining recommendations of the internal and external members.
- 3.2.31 The Circulation Service remains suspended during Lunch (1.00 PM-2.00 PM.) and change of shift time (6.00PM-6.30PM) on all working days.

### **3.3 Lending/Borrowing**

- 3.3.1 The Library Authority has discretion to restrict certain categories of material held by the Library from being borrowed, such as standard reference documents, theses, manuscripts, items of special value or rarity, and loose issues of periodicals, and bound volumes of journals, maps/atlasses, special collections, data documents and damaged documents etc.
- 3.3.2 All books are issued till the date stamped on the date label or official receipt of issue. If no next day is given, books are due by the closing time on the same day.
- 3.3.3 It is essential to submit bar-coded Library Card during checkout and check-in transactions of library items.
- 3.3.4 Books borrowed by one member must not be passed on to another but must in all cases be returned to the Library.
- 3.3.5 A borrower should not borrow documents in other's name.
- 3.3.6 The borrower will be held responsible for all materials until they have been returned in good condition.
- 3.3.7 The Library may recall a book on loan at any time, and the book must then be returned to the Library on or before the closing time on the date given in the recall notice/message.
- 3.3.8 Books and other items borrowed by the Library from other Libraries on behalf of a fulltime student and/or staff of the Institute is subject to Library Rules & Regulations 2009 of the Library and also to the conditions imposed by the lending library.
- 3.3.9 Members should inform the Library as soon as possible of any circumstances (such as illness or hardship), which might affect their use of the Library and their ability to comply with the Rules and Regulations. The Library Authority has discretion to grant special privileges on compassionate grounds.
- 3.3.10 Member must report any mutilation found in books before borrowing, otherwise the last borrower is liable to pay for damages when the books are returned and/or the Library Authority finds the mutilation.
- 3.3.11 Members who fail to respond to reminder for overdue documents and/or fail to return the documents within 60 days from the date of borrowing, will be billed the replacement cost including the administrative charge.

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3.3.12 If a member does not pay off the Library dues, or returns overdue documents, the privilege of borrowing library resources and /or access to other library services may be suspended till he/she deposits the requisite amount.

### 3.4 Loan Periods and Loan Entitlement

#### 3.4.1 Loan Period

The length of time you may check out library resources varies and depends upon types of documents.

Types of Documents	Period in Days	Fine/day
Books	30	Re 1.00
Standard Reference Documents	Overnight/Week-end	Rs 2.00
Journals [Bound Volumes]	07	Rs 2.00
Journals [Loose Issues]	07	Rs 2.00
Other Materials [CD etc]	01	Rs 2.00
Reports & Records	07	Rs 2.00
Document issued from other libraries	As per rules of the lending library	Rs 5.00
Statistical Workers' Circulating Library	15	Re1.00

#### 3.4.2 Loan Entitlement

Categories	Types of Documents/Entitlement				Maximum Entitlement
	Book	Bound Volume	Loose Journal	CD etc	
<b>External Membership</b>					
<input type="checkbox"/> Individual	2	0	0	1	02
<input type="checkbox"/> Institutional	3	0	0	3	03
<b>Internal Membership</b>					
<input type="checkbox"/> Fulltime Scientific Staff, Visiting Scientist, Emeritus Professor, Distinguished Scientists	6	1	1	1	08
<input type="checkbox"/> Fulltime Administrative/ Non-Scientific Staff	2	0	0	1	02
<input type="checkbox"/> Fulltime Graduate Student	3	0	0	1	03
<input type="checkbox"/> Fulltime Post Graduate Student	4	0	0	1	04
<input type="checkbox"/> Fulltime Doctoral Student/Research Scholars	6	1	1	2	08
<input type="checkbox"/> Project Assistant/Project Linked Personnel	2	0	0	1	02
<input type="checkbox"/> ISEC Students/Others	2	0	0	2	04
<input type="checkbox"/> Trainees/Others	2	0	0	1	02

#### Notes

1. Library resources in demand may be issued only for such limited periods, as the Library Authority deems desirable.
2. Loan periods may be adapted to take account of vacation/examination requirements and in exceptional circumstances extended loan periods may be negotiated.
3. Membership of the Statistical Workers' Circulating Library is open to the Internal Member against a payment of annual subscription fee of Rs 50.00 per year. Maximum 4 books can be borrowed. The fee will be deducted from the salary/stipend/etc of the member on every January.

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4. Principal Investigator(s) of an on-going project can purchase books utilizing the concerned project allocation and at any time she/he can borrow maximum 50 books.. All such books should be returned to the Central Library after expire of the project. *Lost and Damaged Library Resources* [Section 3.8] govern the loss/damage of documents of the Project Collection.
5. Loan privileges of a member will be terminated at least 1 week prior to expire of the term of the membership and/or date of leaving the Institute.
6. Teaching staff of the Institute may apply for Long Term Loan.
7. Teachers of a given course of the Institute are eligible for 2 additional books.

### **3.5 Renewals**

- 3.5.1 Borrowed documents can be renewed for a maximum of two times only.
- 3.5.2 Users have to renew their checkout library resources before the last day of the loan period.
- 3.5.3 Already overdue item will not be renewed.
- 3.5.4 Already reserved item cannot be renewed.

### **3.6 Reservation**

- 3.6.1 Members may place a hold on materials that have already been checked out. When the material becomes available, the member will be sent a notice by email.
- 3.6.2 If the reserved library resource is not taken within 5 days, it is given to another member in queue or is put back on its shelf.
- 3.6.3 A member cannot reserve more than two library resources.
- 3.6.4 A member may not request a second hold on the same library resource.

### **3.7 Late Returns**

- 3.7.1 Overdue notices by email or telephonic messages may be sent as a courtesy to members. However, it is the responsibility of the member to return library resources on time and pay the overdue fines whether or not he/she has received notice.
- 3.7.2 If a borrower does not return the document borrowed within 60 days, the ISI will proceed to enforcing the return of the document through local police and/or lawyer. In such cases, the costs including court costs will be recovered from the user.
- 3.7.3 Library resources that are not returned even after notices and/or within 60 days from the date of 1<sup>st</sup> borrowing of the library resources are deemed as lost (See *Lost and Damaged Library Resources* next), and an invoice notice is sent which includes replacement charge, the fine and a non-refundable processing fee. Borrower should pay the amount within 7 days or the legal actions may be initiated.
- 3.7.4 A member may have his/her borrowing privileges restricted if excessive overdue or fines accrue.

### **3.8 Lost and Damaged Library Resources**

- 3.8.1 Unauthorized removal of materials, be it a single page or several items, will be treated as a serious offense, and criminal charges may be filed when the values of the material or other circumstances warrant.
- 3.8.2 Members are responsible for returning materials in good condition and will be assessed for cost of the damaged materials. The amount of the cost will be

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set by the Library Authority and treated as an unpaid fine if not paid when the library resources are returned.

- 3.8.3 If a member loses or damages library resources, he/she should report the loss in writing to the Assistant Librarian (Circulation & Stack Maintenance), otherwise the borrower pays the accrued fine from the date the documents are due for return.
- 3.8.4 Member is obliged to pay Rs 100.00 as processing fee for each lost/damaged item in addition to cost of the documents.
- 3.8.5 Replacement Processes
  - 3.8.5.1 The borrower may replace lost library document with the same edition of the document or by a later edition.
  - 3.8.5.2 The cost of out-of-print document will be:
    - 3.8.5.2.1 5 times the cost of the lost document at the current exchange rate in case of foreign document.
    - 3.8.5.2.2 10 times the cost of the lost document in INR in case of Indian book.
  - 3.8.5.3 A corresponding cost for repair of damaged books, if repairable. Otherwise, borrower is obliged to pay the cost of the document as calculated above.
  - 3.8.5.4 The replacement cost of a CD/DVD, videotape or other library resources will be based on the replacement cost of CD/DVD etc.
  - 3.8.5.5 If a book/loose journal of a set is damaged/lost or misused, the entire set has to be replaced and Rs 100.00 should be paid as processing fee.
  - 3.8.5.6 If an accompanying material is lost or damaged, the original library resource or entire set has to be replaced.
- 3.8.6 If the item's original price is in foreign currency, compensation will be calculated based on present exchange rate.
- 3.8.7 If the lost item is without any price, users will be charged replacement cost.
- 3.8.8 If a rare document is damaged/misused or lost, the compensation will be determined separately.

### **3.9 Inter Library Loan**

#### **3.9.1 From other libraries**

- 3.9.1.1 Only Internal Members can request the Library Authority for Inter Library Loan. Applications for material to be obtained on inter-library loan must be made in writing and given to Assistant Librarian, Circulation & Stack Maintenance Unit.
- 3.9.1.2 The Institute accepts the responsibility to reimburse these libraries if members do not return borrowed materials. Therefore, any debt incurred by members will be added to their account.
- 3.9.1.3 All the regulations of the lending library will be applicable, and those libraries may restrict usage of materials at their discretion.

#### **3.9.2 To other Institute**

Any ILL request is governed by the following terms and conditions:

- 3.9.2.1 Applications for material to be obtained on inter-library loan must be made to the Chief Librarian in writing by the Librarian/Director/Head of the borrowing institute.
- 3.9.2.2 The number of volumes to be lent is 5 (five) or fewer.
- 3.9.2.3 The period of loan is limited to maximum fifteen (15) days excluding transit time.
- 3.9.2.4 Library resources to be lent will be sent by registered mail at the expense of the ISI or borrowing libraries.

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- 3.9.2.5 Borrowed library resources should be returned by registered speed post/courier at the expense of the borrowing library/institute.
- 3.9.2.6 Borrowed materials are not to be copied.
- 3.9.2.7 When the borrowing library fails to receive an item or receives it in damaged condition, the borrowing library should immediately notify the Central Library.
- 3.9.2.8 If a borrowed library resource is lost or damaged between the time of receipt and return (including postal loss), the borrowing library has to provide the ISI an appropriate replacement copy or make compensation for the loss or damage in accordance with the Rules and Regulation 2009 of the Central Library of the Institute.

### **3.10 Copying and Downloading of Works**

Copying, recording or downloading from materials or services supplied by the Central Library must comply with the terms of current copyright law and with any Licenses governing the use of such materials and services. Such copies, recordings or downloaded files must not be made unless any appropriate Library forms or agreements have been completed and signed by the member. The Library Authority has the right to refuse or withdraw copying/downloading privileges and to suspend access to any services where the library staff has reason to believe that a breach of copyright or license conditions has taken place or is likely to take place. The copying limit at present is:

- 3.10.1 Not more than 10% of the work, or
- 3.10.2 If the work is divided into chapters, more than 10% of the work but not exceeding one chapter,
- 3.10.3 Where a work is contained in a published edition stored on any medium by electronic means and is not divided into pages, a reasonable portion of it would not exceed 10% of the total number of bytes in that edition, or if chaptered, one chapter.
- 3.10.4 Three complete article from an issue of a periodical publications.
- 3.10.5 All audio-visual materials/CD/DVD borrowed are strictly for private viewing or for instructional purpose. Duplication, circulation, editing and rental are prohibited.
- 3.10.6 For photocopying charges, please consult the rate charts at the concerned Unit.
- 3.10.7 Electronic documents can only be downloaded once, you are not allowed to make further electronic copies.
- 3.10.8 You are only allowed to make a single paper copy from the electronic copy.
- 3.10.9 Rs 7.00 are charged per article/part of an article/a chapter of a document etc for downloading on to a computer storage media. It includes charges for Connect Hour.
- 3.10.10 For current printing charges, please contact Reprography-Photography Unit of the Library.
- 3.10.11 Rs 50.00 will be charged for downloading 1MB or less volume of numeric data in a single session. There is no additional charge for Connect Hour.

### **3.11 Access**

#### **3.11.1 Stack Areas and Associated Libraries**

- 3.11.1.1 Internal Members (Fulltime Staff, Students, and Research Scholars and others) can visit any sections of the Library Stacks.
- 3.11.1.2 External Student cannot visit stack areas. They have to submit the requisition for library resources at the concerned Circulation Desk.

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- 3.11.1.3 Other Members of the Public need prior permission of the Library Authority to visit the Stack.
- 3.11.1.4 Internal Member can also visit associated libraries-British Council Library and American Information Centre etc.
- 3.11.1.5 All the regulations of the lending libraries/associate libraries will be applicable and those libraries may restrict usage of materials at their discretion.

### **3.11.2 E-Resources**

The Library System provides electronic information services. The Library System has subscribed for various CD-ROM and online databases providing bibliographic information as well as full-text journals and e-books. The use of each online service is governed by copyright law and by the terms of the license agreement between Indian Statistical Institute and the publisher.

#### **3.11.2.1 Permitted Uses**

- 3.11.2.1.1 Searching the content of the online service, including searching, viewing and browsing tables of content, full-text of articles, bibliographic information and data.
- 3.11.2.1.2 Downloading, saving and printing limited data or articles for personal, academic use only.

#### **3.11.2.2 Prohibited Uses/Actions**

- 3.11.2.2.1 Downloading entire collections of data or entire issues of a journal or conference is a violation of copyright law and a violation of ISI's licenses with publishers.
- 3.11.2.2.2 Any commercial use
- 3.11.2.2.3 Any systematic or substantial reproduction of the information provided in the database or electronic journal or creation of derivative works.
- 3.11.2.2.4 Any alteration, modification, or repackaging of the information contents in the database or electronic journal, including creating a searchable archive.
- 3.11.2.2.5 Any distribution of the information contents of the online service, or material downloaded from the online service, in any form.
- 3.11.2.2.6 Attempting to impersonate any person by using forged headers or other identifying information.
- 3.11.2.2.7 Removing, modifying, or obscuring copyright notices or other notices and disclaimers.
- 3.11.2.2.8 Facilitating use or access by non-authorized users, including sharing your password or other login information with anyone.

#### **3.11.2.3 Enforcement**

- 3.11.2.3.1 Unauthorized use of or access to these online services violate the Usage Policy of the Institute and can result in individuals losing access to these online. Continued or repeated misuse of an online service can result in the loss of access for the entire library services.

### **3.11.3 PC & the Internet**

There are 10-12 PC at the different floors of the Library. These should be used exclusively to access Web-PAC of the Library, subscribed/purchased e-resources. Because these computers are shared resources, members may be asked to limit time spent on these computers. Members must not abuse their privileges when using these facilities. Disciplinary action will be taken against those breaking the rules. Please note, in particular, that the following are not allowed:

- 3.11.3.1 Accessing of undesirable Internet sites and downloading, printing and circulating of undesirable materials.
- 3.11.3.2 Unauthorized use of passwords. Computer accounts and passwords must be kept strictly confidential.



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- 3.11.3.3 Installing and running computer software, which is not owned by the Library.
- 3.11.3.4 Changing the PC system setup.
- 3.11.3.5 Duplicating any software or audio-visual programme. This infringes copyright regulations and offenders will be liable for legal action.
- 3.11.3.6 E-mailing, chatting, and general searching the Internet.
- 3.11.3.7 Creation, display, importation, circulation or storage of offensive material (this list is not exhaustive).

### 3.12 Membership

#### 3.12.1 Admittance

All you need to do is to take proof of your identity, and current residential address to the Assistant Librarian (Circulation & Stack Maintenance). Proof of identity can be any current official document that gives your name, profession, Course Name & Academic Session (if applicable) and address of the Institute, and Proof of current residential address may be Voter Id Card, current electricity bill, driver's licence, recent bank statement, pension book etc.

*Please consult Deputy Librarian (Circulation & Stack Maintenance Unit) at 2575-2109 for information.*

#### 3.12.2 Loss of Library Cards

- 3.12.2.1 The use made of the membership card and of any passwords issued by the Library will be the responsibility of the member to whom they are issued. If the approved library membership card is lost, or stolen, the member will be held responsible until the loss has been reported in writing to the *Library Authority*.
- 3.12.2.2 In case of replacement of Library Card, the user is obliged to pay Rs 25.00.
- 3.12.2.3 In the case of repeated loss of Library Card, the Library Authority may deny the user access to the services of the Library.
- 3.12.2.4 In case of replacement of Membership Card of other libraries, the user is obliged to pay Rs 50.00/card.

#### 3.12.2 Categories

To join Central Library you will need to apply for one of the membership categories:

- 3.12.2.01 **Internal Membership:** Staff, Research Associates, Visiting Scientists, Research Scholars, Project Linked Staff, Student, Office Bearers, and Council Members of the Institute are automatically eligible for membership of the Institute Library. However, they have to apply for the membership and pay refundable security deposit in certain cases. Fulltime staffs of the Institute are exempted from payment of security deposit.
- 3.12.2.02 **Open Learning Membership:** Any user, who is only interested in studying documents in the Library and availing other services for short period, must hold a valid *Open Learning Membership Card*. The validity of these Cards is limited to 15 days though there is the possibility of prolongation.
- 3.12.2.03 **External Membership (Public Access Membership):** If interested, members from the public may apply for the membership. If approved by the Library Authority, concerned person has to pay an annual subscription and the refundable interest free security deposit accordingly. Institute/Organization can also join the Library by paying an annual subscription and security deposit.

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3.12.2.04 **ISI-Society Membership:** Current members of the Indian Statistical Institute Society are eligible for the membership of the Central Library. *However, they are exempted from paying annual library subscription fee.*

### 3.12.3 Annual Library Membership Fee & Required interest free refundable Security Deposit

Category of Membership	Annual Library Membership Fee <sup>2</sup>	Security Deposit
<b>External Membership<sup>1</sup></b>		
<input type="checkbox"/> E1-Open Learning Membership	Rs 472.00 including GST	Nil
<input type="checkbox"/> E2-Individual Membership	Rs 472.00 including GST	Rs 3000.00
<input type="checkbox"/> E3-Institutional Membership	Rs 2000.00+ GST	Rs 5000.00
<input type="checkbox"/> E4-ISI-Society Membership	Free	Rs 3000.00
<b>Internal Membership<sup>3</sup></b>		
<input type="checkbox"/> I-Fulltime Scientific Staff	Free	Nil
<input type="checkbox"/> II-Fulltime Administrative/Non Scientific /Technical Staff	Free	Nil
<input type="checkbox"/> III-Visiting Scientists/Distinguished Scientists/Emeritus Professor	Free	Nil
<input type="checkbox"/> IV-ISEC Student	Free	Nil
<input type="checkbox"/> V-Fulltime Graduate Student	Free	Rs 2000.00
<input type="checkbox"/> VI-Fulltime Post Graduate Student	Free	Rs 3000.00
<input type="checkbox"/> VII-Fulltime ISI Doctoral Student/ Research Scholars	Free	Rs 5000.00
<input type="checkbox"/> VIII-Project Assistant/Project Linked Personnel/Trainee	Free	Rs 3000.00
<input type="checkbox"/> IX-Others	Free	Rs 5000.00

#### Notes:

- Members of the public may apply for Open Learning Membership on payment of Annual Library Membership Fee to consult/access information resources inside the Library.
- Members of the public (External Membership) may apply for borrowing facilities restricted to the Central Library's own stock and on payments of the Annual Library Membership Fee and requisite refundable security deposits.
- For the purpose of Library Membership fee, the relevant year is January-December.
- Members in certain cases may also be asked to provide a written guarantee from his or her employer/Principal/others. The guarantor would be responsible for reimbursement of any loss or damage of library documents/properties.
- Director may reduce the security deposit in case of economically weaker fulltime student of the Institute.
- The Library Authority, whose decision is final, takes the decision regarding acceptance of membership.
- The Library Authority has the right to add/delete/merged Categories depending on the operational needs of the Library.

### 3.12.5 Termination of Membership

Library Membership shall be terminated for any of the following reasons:

- 3.12.5.1 If the subscription becomes overdue. The Central Library will not serve any notice regarding expiry of the membership.
- 3.12.5.2 Member requested in writing for termination of membership and has returned all borrowed items, Library Membership Card and Receipt of the Security Deposit.

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- 3.12.5.3 If the member becomes of unsound mind or insolvent or convicted of a criminal offence.
- 3.12.5.4 The Library Authority in consultation with the Director of the Institute shall have the power to terminate the membership of any individual or institution without assigning any cause.

### **3.13 Library Notices**

- 3.13.1 All general notices about Central Library and Library Resources will be available on the Library website.
- 3.13.2 Electronic mail is the default means of communication between the Library and members..
- 3.13.3 Members may request notices to be sent by post. However, the Library is unable to accept responsibility if a member does not receive a particular notice by a certain time or at all.

### **3.14 Glossary**

- 3.14.1 *Borrowed Item* means any Library Resource that can be borrowed from the Library;
- 3.14.2 *Borrower* means any User who borrows anything from the Library;
- 3.14.3 *Document* means any items that can be read/used/consulted.
- 3.14.4 *Fulltime Student* means a person who is registered as a student in a course conducted within or by the ISI.
- 3.14.5 *Item* means any Library Resource that can be consulted.
- 3.14.6 *Library* means Central Library/Statistical Workers' Circulating Library/Project Collection of the Indian Statistical Institute.
- 3.14.7 *Library Authority* means the Chief Librarian/Deputy Librarians/Assistant Librarians, and includes, where appropriate, any person acting in that position or any Library Staff acting as a delegate of the Library Authority.
- 3.14.8 *Library Resource* means anything or any facility or service (including any on-line or networked resource) available, in/from/through a Library to some or all Users;
- 3.14.9 *Library Staff* means staff of the Central Library.
- 3.14.10 *Staff* means any fulltime worker of the Indian Statistical Institute.
- 3.14.11 *User* means any person (including Borrowers) who uses the Library.