

NCCL LIBRARY RULES & REGULATIONS

RULES OF ADMISSION AND MEMBERSHIP

1. The library is open for everyone who is interested in Children's Literature.
2. Persons seeking membership may collect the requisite form available at the circulation counter/website and submit the same duly filled along with two Passport size photographs, residence & identity proof.
3. Lifetime membership to the NCCL library requires just a one-time registration fee of Rs. 100. A refundable security deposit of Rs. 500/- is also to be deposited.
4. Address, Active Mail ID, Mobile numbers must be legible. Otherwise the forms will not be accepted.
5. Membership is open to persons residing in the Delhi and NCR (Gurgaon, Faridabad, Ghaziabad and Noida only). Postal membership is not available.
6. Membership enrolment is done Monday to Friday, from 10:00 a.m. to 05:00 p.m.
7. It is mandatory to inform the NCCL Library regarding any change in address and Mobile number.

TEMPORARY ADMISSION/ MEMBERSHIP

1. Temporary membership is provided free of charge to outstation experts, research scholars, and ex-servicemen for a period of 15 days.
2. However, books will not be issued to temporary members.
3. For availing temporary membership, a valid ID proof and a passport-sized photograph are mandatory.

GENERAL RULES

1. Library users should ensure that the resources of the library are properly used and its dignity and environment properly maintained.
2. Readers should not misuse books. Underscoring in the text and scribbling of personal comments inside books are not permitted.
3. Discussions in the stack and reading Area are not allowed.
4. The Reading Area is meant only for reading. Persons found to be misusing the reading Area will be asked to leave the Library.
5. Personal books are generally not allowed in the library. However, members may bring them with the permission of the library staff.
6. Mobile phones should be set in silent mode or switched off before entering the library.
7. Readers should take care of their valuables. Library will not be responsible for any loss.
8. Bags are strictly not allowed in the reading area. They should be kept in the designated place.
9. Noise, disturbance, sleeping in the library is strictly prohibited. Any unruly behaviour is forbidden in any part of the library.
10. Smoking, food and drinks are not allowed in the library.
11. Loitering in the library is prohibited.
12. Library materials must not be taken out of the library unless a Library staff has properly issued them.
13. All books and personal belongings must be shown to the staff at the library before exiting, whenever required to do so.
14. Library membership cards are not transferable and must be produced whenever requested by Library staff.



15. Library membership cards, when lost, must be reported immediately in person, mail or by telephone to Library staff. A lost library card may be replaced by a fee of Rs. 50/- along with an undertaking that the Member concerned will be responsible for any book taken on the library card.
16. Mutilation and theft of library materials are offences punishable by law. Appropriate action will be taken by the Library against offenders.
17. All dues to the library must be paid.
18. After consultation, books should be left on the tables for the library staff to re-shelve them.
19. The library staff has the right to ask users to leave the library if they are inappropriately dressed or are causing a disturbance.

DETAILS OF SECURITY DEPOSIT

1. Payment shall be made only through UPI to the National Book Trust, India Bank Account using the QR Code. Cash is not accepted.
2. For refund of the security deposit, the membership withdrawal form must be duly filled and submitted along with the original cash receipt.

RULES OF ISSUE OF BOOKS

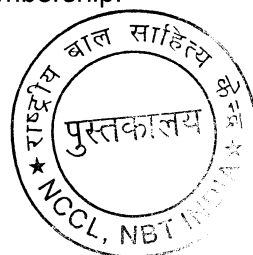
1. Only two books/Magazines are issued per individual.
2. Reference books, costly books, rare books and pop-up books are not available for borrowing.
3. Books are issued for 15 days. They will be renewed if there is no demand for them from other members.
4. Books will be issued only till 05.00 p.m.

LIBRARY FINE AND MEMBERSHIP POLICY

Delay Period (after Due Date)	Fine (per day, per book)	Library Action
Up to 15 days	Rs. 02/-	-
16 to 45 days	Rs. 05/-	-
Beyond 45 days (1.5 months)	-	The library reserves the full right to cancel the membership and recover the cost of the book from the security deposit.

Note:

- Readers are advised to return books on or before the due date to avoid fines.
- Non-compliance may lead to cancellation of library membership.



RULES FOR LOST AND DAMAGED BOOKS

1. Readers shall replace the book if it is lost or damaged by them.
2. In case the Member is not able to replace the book, the prescribed charges as mentioned below shall be paid by the Member.
3. In case of loss of a particular volume, the cost of the complete set shall be recovered.
4. UPI payment for loss or unacceptable damage is to be made as per the rates mentioned below.

Publication Year	Charges for Reimbursement of Lost/Damaged Books
Before 1990	Cost price and additional 150%
1991-2000	Cost price and additional 100%
2001-2010	Cost price and additional 75%
2011-2013	Cost price and additional 50%
2014-2024	Cost price and additional 30%
2025-	Cost price and additional 20%

The member and others visiting the Library shall be bound by these rules and procedures and practices in force from time to time

