

## Library Rules:

### Library Membership

The following categories of persons are eligible to enroll as members of the Library. The deposit, number of books issued and the duration of loan for each category of members will be as follows:

Sl. No	Category	Deposit	No. of Books Issued	Loan Duration
1.	Regular Faculty	---	8	30 Days
2.	Regular Non-Teaching Staff	---	2	30 Days
3.	Lecturers (Contract)	2000.00	2	7 Days
4.	Ph.D Research Scholars (Full Time)	1000.00	2	7 Days
5.	Ph.D Research Scholars (External/ Part Time)	5000.00	2	7 Days
6.	Students of all courses	1000.00	2	7 Days

**Note:** For Membership – users need to get registered by submitting application form at the circulation counter.

### Library Membership Extended to Outsiders

The Library & Information Centre offers membership to the Students, Researchers, Academicians, Practicing Architects, Business, Industry, Entrepreneurs, Government & Corporate Organizations etc. on payment of nominal service charges as given below:

#### Service Charges for Outsiders

Category of Membership	Service Charges for						
	One Day	One Week	One Month	Three Months	Six Months	One Year	Three Years
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
<b>Individual Membership</b>							
Students	50	200	500	1200	2000	3000	8000
Architects/ Faculty	100	400	1000	2000	3500	5000	12000
<b>Institutional Membership</b>							
Govt. Institutions (For 5 members only)						10000	25000
Corporate Membership (For 5 members only)						25000	60000

**Note:** Membership service charges are for reference and consultation of Library Resources and facilities only. Membership implies the acceptance of Library Rules & Regulations.

Payment may be made by Cash or through Demand Draft in favour of **Principal, School of Planning & Architecture, Hyderabad.**

Applications may be downloaded from the website. Filled in application along with DD has to be submitted personally at the address given below.

### **Contact Address:**

**Dr. P. Venkata Ramana**  
Professor & Head  
Library & Information Centre  
JNAFAU School of Planning & Architecture  
Mahaveer Marg, Masab Tank, Hyderabad – 500 028.  
Tel. No. 040- 66440131 Mob: 9885174055  
Website: <http://jnafau.ac.in>, Email: [spalib@gmail.com](mailto:spalib@gmail.com)

### **Borrower Privileges**

SPA LIC provides general access and a full range of lending services to the users. These services include issue of materials from the circulating collections, receiving returned materials, and shelving of returned materials. Circulation staff in the LIC will also assist you in placing reservation and recall requests on items that are issued out and will help you in locating items in the stack area. Borrowing of library materials facility is available to the faculty, researchers, students and staff of SPA only.

### **Circulation Procedures**

The circulation rules are framed to facilitate and promote the use of LIC facilities, collection and services.

- All transactions of issue & return of materials are from the Circulation counter during its working hours.
- The borrowers will be held responsible for all the books borrowed on their name until they are returned to library.
- Members shall see that books have been properly issued and returned on their passbooks correctly.
- Any book, which is temporarily in great demand, shall be issued for such shorter period, or temporarily declared as a reference.
- Users are requested to bring their Identity Card while coming to the LIC.
- Borrower is requested to check the books & other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.
- No book in damaged condition may be accepted from the borrower. Mutilated or spoiled books may have to be replaced by the borrower.
- The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the LIC facilities/materials.

- LIC materials will be issued/returned only if borrower shows the Identity Card at the circulation counter.
- No material from the LIC should be taken out without proper issue/ recording. Any type of violation may lead to a disciplinary action.
- The Librarian reserves the right to recall any book on loan from any member at any time even before the due date of return if it is urgently required by the other users. The overdue charges may be increased for failure to return a book when it is due or recalled.
- Borrowed books should be returned to the Library on or before due date.

### **Overnight Issue**

- Selected Reference books are also issued for overnight one hour before closing the library which are to be returned within one hour of opening the library next day for users convenience and maximum utilization of collection.

### **Overdue Charges**

- If borrowed books are not returned on or before due date, an overdue charge of Rs.1.00 per day per book for the first week and Rs.10.00 per book per week or part thereof for the subsequent period will be levied after the due date. Regular defaulters will not be issued Library books. The late fee for overnight book will be @ Rs. 10.00 per day.
- Members having overdue item(s) are not be permitted to borrow any materials until the overdue items have been returned and fines are paid.

### **Renewal of Books**

- LIC materials can be renewed, if there are no reservations on them by other users
- Same materials can not be renewed more than once.
- Borrower has to bring the material physically to the LIC for renewal.

### **Reservation of Books**

- Members can reserve only those books which are already issued to others.
- One reader can reserve maximum two books at any given time.
- Reserved books will be put on hold at the Circulation counter for maximum three working days from the date of return by previous borrower. If the member who has reserved the book fails to pick up the same within three days, the reservation stands cancelled.
- The availability of reserved items will be informed through email/SMS.

### **Loss of Books**

- Loss of book(s) must be reported immediately.
- Overdue fine, if any will be charged till the loss of book(s) is reported.

- If the original book is returned after reporting it lost, the fine will be calculated till the date of its return.
- If book is lost/damaged, borrower will have to replace the book, with latest edition within 30 days from reporting, along with overdue charges.
- In case the borrower is unable to acquire a replacement copy, he/she shall be required to pay three times the current price of the book. In case of un-priced and out of print books 5-10 times of the cost of book shall be collected.

## **General Rules**

- Members should observe strict silence, maintain discipline and keep up the decency and decorum of the Library.
- Members desirous of using the Library shall enter their names legibly in a register at the entrance and will be allowed to carry only white papers / a notebook with them.
- Members shall not bring personal belongings (including Books and other printed material) and library books borrowed by them inside the library
- Members leaving the library should stop at the exit so that the material borrowed or taken out of the library by them may be checked
- Don't use cell phone in the Library
- Members shall not engage in conversation in any part of the library so as to cause annoyance to any other reader
- Members shall not smoke, or spit in any part of the library
- Members are responsible for any damage caused by them to the books or any other property belonging to the library and shall be required to pay the penalty imposed upon them by the Librarian
- Library membership will be suspended, if any member misbehaves, or behaves in an indecent manner in the Library
- Anyone who violates the rules and regulations of the Library would be liable to loose the privilege of membership.

## **No Dues Certificate**

All the students should obtain a **No Dues Certificate** from the Librarian for allowing them for final exam and the staff members at the time of their leaving the school.