



## TAMIL NADU INSTITUTE OF URBAN STUDIES

(A Training cum Research Institute)

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### LIBRARY

#### Professional Membership Guidelines

The TNIUS library is a rich source of content for the academic as well as the professional community of ULBs. The library primarily serves the **Professional Members** of the institute, thus opening the doors to the wealth of knowledge available here. It provides library services and access to information that support and enhances their research, teaching and learning activities.

#### Professional Member

The Library primarily serves the members of the TNIUS community - Students, Trainees, Research Scholars, Faculty Members, Administrative Staff, and Supportive Staff. It provides library services and access to information that support and enhances their research, teaching and learning activities. Only TNIUS based the above members are eligible for professional membership, in their individual capacity.

#### Loan Criteria/Borrowing entitlements for Members

Circulation policies regarding the loan period, renewals and penalty are dependent on the type of resources and the type of users.

1. Borrowing Eligibility for Books			
Type of Users	No. of Books	Loan Period	Overdue Charges
Faculty Members	10	28 days	From 29 <sup>th</sup> day - 56 <sup>th</sup> day - No Charges From 57 <sup>th</sup> day - Rs.1 (per day)
Administrative Staff	05	28 days	
Supportive Staff	05	28 days	
Research Scholars	05	28 days	From 29 <sup>th</sup> day - Rs.1 (per day)
Students	03	28 days	
Trainees	02	5 days	From 6 <sup>th</sup> day - Rs.1 (per day)

2. Borrowing Eligibility for Resource of Library					
Type of Users	Reports	Periodicals and Back Volumes	AV Resources/ Non Books	Thesis	Course Materials
Faculty Members	3 for 14 days*	5 for 5 days*	2 for 2 days*	2 for 14 days*	2 for 14 days*
Administrative Staff	3 for 14 days*	5 for 5 days*	2 for 2 days*	2 for 14 days*	2 for 14 days*
Supportive Staff	2 for 14 days*	3 for 5 days*	2 for 2 days*	2 for 14 days*	2 for 14 days*
Research Scholars	Only reference	Only reference	Only reference	2 for 14 days #	Only reference
Students	Only reference	Only reference	Only reference	2 for 14 days#	Only reference
Trainees	Only reference	Only reference	Only reference	Only reference	Only reference
<b>Reports *</b>	From 15 <sup>th</sup> day - 28 <sup>th</sup> day - No Charges and From 29 <sup>th</sup> day - Rs.1 (per day)				
<b>Periodicals and Back Volumes *</b>	From 6 <sup>th</sup> day - 10 <sup>th</sup> day - No Charges and From 11 <sup>th</sup> day - Rs.1 (per day) – No borrow for current issues.				
<b>AV Resources / Non Books *</b>	From 3 <sup>rd</sup> day – Rs.1 (per day)				
<b>Thesis</b>	* From 15 <sup>th</sup> day - 28 <sup>th</sup> day - No Charges and From 29 <sup>th</sup> day - Rs.1 (per day) # From 15 <sup>th</sup> day – Rs.1 (per day)				
<b>Course Materials *</b>	From 15 <sup>th</sup> day - 28 <sup>th</sup> day - No Charges and From 29 <sup>th</sup> day - Rs.1 (per day)				

### General Rules and Regulations

1. All the students/scholars and outsiders entering the Library shall deposit their bags and other belongings at the entrance of the library and sign in the Register at the checkpoint. Only notebooks and the Library books to be returned will be allowed inside. **Do not to leave any valuables at the Property counter.** Library is not responsible for any loss of personal belongings. All files, books and notebooks must be kept on the property counter. **Library does not permit any exception in the observance of this rule.**
2. Identity Card is compulsory for getting access to the library.
3. Books removed from the shelves by users, if not required for reference, should be kept on the book reading table nearest to them. Please do not try to shelve them yourself. ***Please remember that a book misplaced is a book lost.***
4. The newspaper(s) should be folded properly after reading and kept back in the designated place.
5. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
6. All users are requested to keep their **mobiles switched off or in silent mode** in the Library.
7. Beverages and Eatables are not allowed inside the library.

8. All research scholars are advised not to keep Library books/journals (loose & bound) inside their cupboard without getting them issued.
9. Only registered members of the Library are authorized to use the library facilities such as Computers, Internet facility or to access e-Resources.
10. A fine of Rs.75/- will be charged for the loss of books, compendium, reports and such other reading materials. For book three times of the original price charged depending on the type of the resources.
11. Books can be renewed for another term of days if there is no demand on them. The renewal can be allowed one time only. The renewal must be made on or before the due date between 9 am to 6 pm during working days. There will be a overdue charge Re.1/- per day per resource.
12. Pending fines/overdue charge for each user will be submitted to the Administrative Staff on a quarterly basis for further action.
13. The TNIUS has the right to cancel the Library Membership of any Member if found, violating the rules and regulations, continuously.
14. Only the designated people can make use of the Membership card. In case of loss of the Membership card, Rs. 50/- would be charged towards issuing a new card.
15. Photocopying services are available within the library premises to both internal and external users for personal use as per the fair use of copyright policy on payment of Re.1/ per page and the terms of payment is cash.
16. Resources can be reserved only when they are on loan and not when they are available.
17. The reserved resource should be collected from library within 24 hours after intimation, otherwise the reservation stands cancelled.
18. Users may not install, download, copy, or distribute copyrighted materials such as software, audio or video, files, graphics, and text without the written permission of the librarian.
19. Users shall not use the Computers for illegal purposes, in support of illegal activities, or for any other activity prohibited.
20. The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously. Each case will be examined to ascertain its genuineness and the matter will be reported to the Director for further action.

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12/9/13  
Director i/c