

**GOVERNMENT OF INDIA  
MINISTRY OF MINES  
INDIAN BUREAU OF MINES**



**LIBRARY REGULATION**

**October ,2011**

# **INDIAN BUREAU OF MINES**

## **REGULATION ON THE ISSUE OF BOOKS, PERIODICALS REPORTS ETC. FROM THE LIBRARY**

### **1. Preamble:**

This Regulation supersedes the IBM Library Rules, 1977 and comes in to force w.e.f 01.10.2011.

### **2. Applicability:**

This is applicable to Central Library, HQ Indian Bureau of Mines and all other Regional/zonal /OD Library/ HQ Sections wherever books and periodicals are being purchased and maintained.

### **3. Working Hours:**

The Head Quarter Central Library remains open between 09.30 am to 6.00 pm and the issue/Return of the publications will be from 10.30 am to 12.30pm and from 2.30 pm to 4.30 pm on all working days. For Zonal /Regional/OD Labs, they may adopt / formulate convenient working hours according to availability of personnel.

### **4. Officials entitled to use the Library:**

The following may consult and borrow books :-

#### **(i) Consultation and Borrowing by Officials :-**

All the officers and staff of the Indian Bureau of Mines can consult and borrow books and other material not exceeding the number mentioned in para No.6 (i), after getting membership of the library. Application form for membership may be obtained from the library. This form should be forwarded through Head of the Division. Library maintains **Open Access System** for consulting publications. Library adopts **Loan Slip Method** for loaning of publications, and therefore every user has to fill – up the loan slip for borrowing publication.

#### **(ii) Consultation by Outsiders :-**

( A) Although the library is primarily a departmental library, the facility of consultation of the publications in the Library Reading Room is also extended to Officers and staff of the other Government Departments including corporation, public Institutions, students,

research scholars and members of the other offices. They can only consult publications, provided they obtain a letter of reference from their Departments /Institutions ( with Identity Card ) , addressed to the Controller General , Indian Bureau of Mines and after prior permission from the ALIO / OIC, with a formal application as per Form A. (annexed )

(b) Outsiders making use of the Library Reading Room should sign the Visitors Register kept for the purpose. The total number of volumes consulted should also be noted there.

**5. Publications available for Loan :**

(i) The books, periodicals and other material are available for loan from the library of the Indian Bureau of Mines to all officers and staff except those which are :

- (a) Publications of exceptional value, or
- (b) Rare, and out of print publications,
- (c) Books of general reference such as Encyclopedias, Records, Memoirs, Bulletins, Maps, Directories, Dictionaries, Year books,
- (d) Current and loose issues of periodicals, (except with the written permission from the Divisional Head if required for official purpose during off hours/ holidays to be returnable on the following working day at 10.00am)
- (e) Restricted publications,
- (f) Unpublished Reports of G.S.I. and I.B.M.,
- (g) Worn out publications,
- (h) Any other publication that will be classified in restricted category from time to time.

(ii) The CG, IBM or any officer authorized by him may relax the above provision under exceptional circumstances in public interest.

**6. Issue of books/Periodicals etc.:**

**A - Regular Issue**

(i) A technical official can borrow 5 ( five ) and a non-technical official can borrow 2 (two) volumes at a time for a period of 15 days and renewable for 3 such occasions ( total ) from the Library.

(ii) Separate requisition for each book/periodical to be taken on loan must be made on the prescribed form available with the Library. The

### 3

requisition form must be signed properly by the borrowers with details of his current status and place of posting etc.

(iii) Publications would normally be issued for 15 days only and should be returned to the library on the expiry of that period. If these are required for more than 15 days, the publications may be re-issued provided there is no claim by some other officers.

(iv) Borrowers are responsible for ensuring that they obtain a receipt for every publication returned to the library.

( V ) Borrowers are responsible for obtaining Library Gate Pass and Outer Gate Pass ( if required)

(vi) A borrower who does not comply with the request from the library for timely return of publications, is liable to be debarred from the membership till such time he returns the publications to the library without prejudice to the actions for recovery of publications/cost of publications.

(vii) If the books/publication is not returned within time limit (i.e. on 16<sup>th</sup> day and if 16<sup>th</sup> day happens to be holiday/Saturday/Sunday, then the next working day will be the due date). The leave period of the borrower will not be considered.

(viii) Late fee of Rs. 2/-per day will be charged beyond the permitted period which will be paid in cash to the Library and Library in turn will remit to cash section for issue of TR receipt. This amount thus collected will be remitted to Govt. account finally by Drawing and Disbursing Officer.

### **B – Permanent Issue**

Facility of Permanent issue is provided to Regional Offices , Zonal Offices , O D Laboratories and sections / divisions of IBM Head Quarter office. Requisitions received will be placed before the Library Committee and on recommendation of the Library Committee, C G, IBM will approve such permanent issue to concerned office.

### **7. Replacement/Recovery of books etc.:**

To curb the habit of losing valuable publications and preventing Government loss following action are decided-

- (1) The concerned employee shall replace the lost publication ( of the same author and publisher) to library within 15 days at his cost. Photo Copy of the lost publication will not be accepted.

#### 4

(2) If the publication is out of print or otherwise not available in the market, the concerned employee has to pay 3 (three) times more the purchase price/current price of the publication whichever is higher. For complimentary/exchange publication the nearest similar edition price/cost will be charged

(3) The penalty will be charged as 3 times cost plus penalty as per category mentioned below-

Sr. No.	Category	Cost	Penalty (Rs)
1	All Books/ Publications	3 times	1000/-
2	Technical Journals	3 times	1000/-
3	Periodicals Indian	3 times	200/-
4	Periodicals Foreign	3 times	500/-
5	Annual Reports	---	500/-for issue of current two years

(4) If the concerned employee neither replaces the publication nor pays three times value of the publication plus penalty within fifteen days, the same shall be deducted from his/ her salary etc.

#### **8. Non-return of books and recovery of cost and penalty:**

The Library In-charge will issue a reminder ( as per proforma B ) to the official concerned who has not returned the books / periodicals, giving him/her 15 days time to the return the books / periodicals. If the official is not responding within 15 days, then an intimation letter to the Accounts Section/DDO ( as per proforma C ) shall be sent so as to recover the cost and penalty etc. On receipt of this letter the Accounts Section/DDO shall recover the amount from the bill for the pay/allowances/DCRG/any other payment due to the official immediately and after the recovery, the recovery details shall be furnished to the Library In-charge.

#### **9. NDC on transfer/retirement/deputation etc.: -**

'No Demand Certificate' is to be obtained from Library before relieving an official on transfer/retirement/deputation etc.

## 10. Library Discipline

- (1) Discussions/ speaking loudly is not allowed in the library .
- (2) Cell phones should be switched off.
- (3) Silence is to be observed.
- (4) Loitering in the library premises by officials is not allowed.
- (5) Replacement of books / journals by users is prohibited.

## 11. Physical Verification:

In terms of GFR 194 annual physical verification of library books shall be carried out as follows. The nomination of Committee/Officer will be on rotational basis on each occasion:-

Office	Period of verification	Committee constitution	Nomination of Committee by
HQ	After every Three years Random Physical Verification .If unusual loss is found it will be 100%	Three-out of which one will be ALIO and the rest will be from other streams.	CG, IBM
RO/ZO/OD Div / Sec in HQ etc.	Every Year In April / May Full verification	1 Officer (other than Library in-charge/ section in-charge)	respective HOO

The physical verification report of RO/ZO/OD and Sections of Head Quarter etc. shall be sent to Central Library and Central Library shall put up the same to CG, IBM on or before 31<sup>st</sup> May of every year.

## 12 .Write off :- ( GFR 2006 Rule 194 ii) –

( A ) Central Library ( HQ ) :-

Loss of five volumes per one thousand volumes of books issued / consulted in a year may be taken as reasonable, provided such losses are not attributable to dishonesty or negligence. However , loss of a book of a value exceeding Rs.1000 ( Rupees One Thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action will be taken.

(B) Other Libraries:- ( R.O./Z.O. and OD / Division / Sections etc.)

Loss of 1 ( One) book in a year irrespective of number of books may be taken as reasonable but this will be approved by CG, IBM or any officer authorised by him.

### **13 . Photocopying Charges :-**

Visitors/Outsiders will have to deposit minimum of Rs.50/- for getting photocopy service, against which maximum 10 pages photocopying will be permitted from published items.

### **14 . Weeding Out of Publications :-**

Old / Mutilated /Unwanted books :-

Mutilated unwanted and obsolete books, not having any requirement further and ten years old may be weeded out. All periodicals (excluding technical journals ) of ten years old may also be weeded out.

**Proforma B**

(Through Division / Section Head)

**Government of India  
Indian Bureau of Mines**

No-

Dt.

To,  
Shri / Smt -----  
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Indian Bureau of Mines

Sir / Madam,

You have been issued the following publication/s from Library,  
but the same has not been returned yet , though it is overdue.  
Details of books with due amount are :

Title / Author	Accession No. & Cost	Date of Issue	Recovery		Total Amount Due
			Cost (3 times)	Penalty	

Hence , it is requested to return / replace the same publication within 15 days i.e. on or before .....; failing which an amount Rs.....as shown above shall be recovered from your Pay and Allowances / DCRG by accounts Section without any prior notice / intimation which may please be noted.

Yours faithfully,--

ALIO/ OIC( Library)



**Government of India  
Indian Bureau of Mines**

**Proforma A**

Date -

To,  
Assistant Library and Information Officer / OIC  
Indian Bureau of Mines

Sir/ Madam

I am interested to consult your library for referring Books /  
Publications pertaining to the Subject mentioned below.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

I request that ,I may kindly be provided with the books / publications  
for the subject mentioned above for referring in the library premises.

Yours faithfully

Signature -----  
Name -----  
Designation -----  
Organisation -----  
Address -----  
-----  
Phone -----

**Proforma C**

**INDIAN BUREAU OF MINES**

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**Subject :** - Recovery of amount non returned / lost publication and penalty.

The A.A.O. Accounts / DDO is hereby informed that Shri. / Shrimati -----  
----- Des.----- Section ----- has lost the publication mentioned below. The amount calculated below may be recovered from his / her salary.

Title / Author	Accession No. & Cost	Date of Issue	Recovery		Total Amount Due
			Cost (3 times)	Penalty	

Asstt.Lib. and Info.Officer / OIC

The A.O. Accounts Section / DDO , Indian Bureau of Mines ,

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