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The Khuda Bakhsh Oriental Public Library Board, Patna

NOTIFICATION

G.S.R…….. In exercise of the powers conferred by sub-section (i) of section 28 of the Khuda Bakhsh Oriental Public Library Act, 1969 (43 of 1969), the Khuda Bakhsh Oriental Public Library Board, with the previous approval of the Central Government, hereby makes the following regulations, namely: -

1. Short title and commencement ;

(1) These regulations may be called the Khuda Bakhsh Oriental Public Library (maintenance) Regulations, 1981.

(2) They shall come into force on the date of their publication in the Official Gazette.

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2. Definitions

In these regulations, unless the context otherwise requires: -

(a) "Act" means the Khuda Bakhsh Oriental Public Library Act, 1969 (43 of 1969) ;
(b) "Board" means the Khuda Bakhsh Oriental Public Library Board;
(c) "Director" means the Director of the Library;
(d) "Form" means the Form appended to these regulations;
(e) "Rules" means the Khuda Bakhsh Oriental Public Library Rules, 1970.

3. Conditions for Membership and Loan of Books :

(1) The Board may, from time to time, given on loan to any person or institution, any books contained in the library;

(2) The lending section counter shall be open to the public for borrowing books for use at home from 10.30 a.m. 4.30 p.m. daily except on Fridays and public holidays;

(3) Books shall be lent free of any fee or subscription to any person not less than the age of eighteen years;

(4) Applications for membership shall be recommended by a member of the Board or by a Gazetted Officer and shall be accompanied by a security deposit of Rs.50/-. The Director may waive the requirement of security deposit in case of

deserving scholars and students recommended by the Education authorities.

(5) Where the books to be given on loan are costly of a rare nature, they may be issued to the members only, after depositing the cost of the book with the librarian.

(6) The authorities of the Library shall be immediately informed when a membership card is lost. A fee of Rs.2/- shall be charged for issuing a duplicate membership card.

(7) The member shall be responsible for any misuse of the lost membership card.

(8) A week's notice shall be given before the security deposit is withdrawn. Before refund of the security deposits the members shall return all the books to the library and pay all the dues, if any. The receipt of the security deposit shall be only endorsed on its back and the borrower's card shall also be surrendered.

(9) The following categories of books, publications and other materials shall not be permitted to be taken outside the library, namely :-

(a) unprocessed books;
(b) brittle and damaged books;
(c) manuscripts;
(d) paintings;
(e) specimen of calligraphy;
(f) catalogues, dictionaries, encyclopaedia, etc;
(g) journals;
(h) out-of-print and rare books;

(10) No member shall be allowed to borrow more than three titles or three separate volumes of the same book from the library at a time.

(11) The member may keep books borrowed from the library for a maximum period of thirty days. The period of loan may be extended on written request. The books may be recalled earlier, if necessary;

(12) A late fee of ten paise per day for each volume lent shall be charged if books are not returned within the specified period:

(13) The Director may, for reasons to be recorded in writing, write of or reduce the late fee, provided he is satisfied with the explanation given by the member concerned.

(14) If any books borrowed from the library is lost or damaged, the member shall be held responsible for such loss or damage, and if the book belongs to a set, he shall be liable to make good the set to the satisfaction of the Board or pay the value of the complete set.

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(15) The book shall be returned immediately on receipt of an intimation from the library to that effect.

(16) A member against whom any overdue or other charges are outstanding shall not be allowed to borrow books or withdraw his deposit until he has paid the amount due. In case he fails to do so after due notice, the Board may deduct the dues from the security deposit of the member. The Board may also debar him from further use of the library.

(17) Members may be debarred from borrowing books from the library in case of persistent infrignment of any of the regulations of the library.

4. Custody and administration of collection of the library :

(1) The Board shall not accept any book as gift unless it is satisfied that such books are worthy to be preserved.

(2) After a book is accepted as gift, the book shall be taken into account and shall be recorded in the Stock Register of the Library.

(3) All books of the library shall be made available to the bonafide scholars for study, in the reading-room of the library during its working hours subject to the following restrictions, namely: -

(a) The library shall remain open on all working days except on Fridays and other public holidays. The Board shall decide and notify whatever and whenever timings of the delivery are changed.

(b) All books, except rare manuscripts and rare books, which are given on loan shall be available in the premises of the library for reading and reference purposes only.

(c) Any person desirous of making use of the reading facilities, shall make an application addressed to the Director in the Form prescribed by the Board in this behalf duly endorsed by a Member of Parliament or Member of the State Legislatures, Member of the Board, Advocate, solicitor, Head of the Department or Reader in any University, Principal of a College, Gazetted Officer of Central or State Government, Registered Medical Practitioner.

(d) A person having been allowed to make use of the library and reading facilities shall be issued an identify card which shall contain a passport size photograph of the person duly endorsed by the Director.

(e) The identity card shall be valid for a period of three years.

(f) Persons wishing to make use of the reading facilities casually shall be admitted on the grant of a temporary pass, holding good for the day of issue.

(g) The reader who is duly admitted into the library shall be responsible for any damage done by him to the books and shall be liable to pay the full price of the books.

(h) The Director may debar any person from the use of the library in case of

persistent infringment of any of the regulations of the library.

(i) Identity card shall be non-transferable. In case an identity card is lost a duplicate of the same may be issued to its holder on his applying to the Director in the Form prescribed and on payment of a fee of Rs.2/- along with a passport size photograph. A fresh application complete in all respects as provided for in the Form prescribed by the Board in this regard shall be necessary for the renewal of the identity card.

(j) The identity card shall be shown at the entrance and again, if required at any time, to any member of the staff on demand.

(k) Rare manuscripts shall be shown to scholars and other eminent persons on permission of the Director and the same shall be consulted in the presence of an Assistant Director or the Librarian. Visitors or scholars shall not be allowed to photograph the rare manuscripts without the special permission of the Board.

(l) Any book which owing to its bulk or its brittle condition or for any other reason, cannot be safely given for consultation in the library, shall be supplied only at the discretion of the Director or the officer-in-charge of the reading room.

(m) Umbrellas, sticks, containers and other objectionable things shall not be taken into the library and shall be deposited at the counter of the reading-room.

(n) The readers shall not take into the reading room their own books without special permission of the Director or the Officer-in-charge of the reading-room.

(o) Persons found mutilating the pages of books or otherwise damaging them besides making good the loss in accordance with these regulations, shall be debarred from the use of the library in future.

(p) Readers found violating any of these regulations or misbehaving in any way, or disturbing other readers by conversation or otherwise, shall not be allowed to remain in the library and their identity card or pass shall be liable to forefeiture.

(q) Any change of address during the validity of the identity card shall be notified to the Director immediately.

5. Structural alterations to be made with the approval of the Board

No structural alterations of any kind shall be made to the existing building of the library without the approval of the Board. Such alterations may be carried out by the Central or State Public Works Department or any other authority approved by the Board.

6. Preparation of Catalogue

The Director shall take such steps as may be deemed necessary for preparing scientific catalogues, inventories of books, manuscripts, other articles and things in the library and also for the proper preservation subject to the general approval of the Board.

7. Stock-Taking of Books

The stock-taking and physical verification of books shall be conducted once in three years by the Director or any other officer authorised by the Board in this behalf.

8. Inspection

(1) Every member of the Board shall have the right of inspecting any part of the building of the library at any time.

(2) A daily record of the number of visitors shall be kept.

(3) No person shall smoke, spit or behave in an objectionable manner.

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FORM

KHUDA BAKHSH ORIENTAL PUBLIC LIBRARY, PATNA

LIBRARY MEMBERSHIP FORM

Membership No. _____

I, ……., apply for enrolment as a member of the Lending Section of the Khuda Bakhsh Oriental Public Library for borrowing books. I have read the Rules and promise to abide by the Rules and Regulations including bye-laws in force for the time being and to return books immediately on receipt of such a demand from the Library and to pay the late fee and other dues if any within the prescribed period.

I also promise that any book which I shall borrow from the Library will be borrowed for my personal study, will remain in my own custody and will not be made over to any one else.

I furnish below the required particulars about myself.

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Signature of the applicant ……
Dated, the …….

Full Name (in block letters) ……..
Designation ……..
Permanent Address ……...
Local or Present Address ……
Profession ……..……. Age ……
Specimen Signature ……..

(*To be filled in and signed by the guarantor)

I personally know Shri ……., attest his specimen signature overleaf and recommend that he may, be allowed to join as a member of the Lending Section at the Khuda Bakhsh Oriental Public Library, Patna. I shall be responsible for return or replacement (in case of loss or damage) of the books borrowed by him and for payment of any dues payable by him to the Library within the period prescribed by the Library.

Signature ……
Dated …….. Name of the Guarantor ……
Designation ……
Address……..
Director's Order ……..

Dated …… Signature …….

FOR USE BY OFFICE

Received a sum of Rupees fifty only (Rs.50/-) from Shri …… vide receipt No. ……. Dated …… and recorded in the Cash-Book on……

Signature of the Cashier …….

Refunded a sum of Rs…….…… (Rupees ……. Only on …….. against required receipt, dated ……..

Signature of the Cashier …….

* The guarantor must be either a member of the Khuda Bakhsh Oriental Public Library Board or a Gazetted Officer of Central or State Government.

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