

Rules and Regulations of the NIPGR Library

- Library is open from 9.00 a.m. to 5.30p.m., Monday to Friday. Library remains closed on Saturday, Sunday and all gazetted holidays.
- The Library reserves the right to demand payment in full or physical replacement of a lost or damaged item. If such item is out of print and it is necessary to replace it, the charge will reflect the extra cost of obtaining an out-of-print.
- **Photocopying Service:** Each faculty member of the institute is allocated a PIN, which is necessary to use the photocopier. Students can use the PIN of the concerned PI with his/her permission for research/official purpose only.
- The photocopying service for Research scholars/Trainees/ Students and Visiting Scientists of the other institutes/University allowed only on written permission from the competent authority.
- Issue and return service of the books from 9.30AM to 1.00PM and 2.00PM to 5.00 PM only.
- **Borrowing facilities:** 5 books for scientist for 15 days; 2 books for students, technical staff and administrative staff for 15 days.
Project Staff and JRF/SRF registered outside the Institute for Ph.D. will be issued books only on recommendation of Concerned PI/Faculty Incharge on the prescribed form available in the Library and on Production of ID card issue by the Institute.(As per recommendation of the Library Committee)
- **Late fine** of books (overdue charges) Rs.2/- per day.
- **Lending Rules and restrictions:**
 - **Reference books/Magazines/Newspapers/Ph.D. Thesis** will not be issued.
 - The Librarian reserves the right to recall any book issued to the borrower even prior to the due date of return.
 - All user of the library are required to maintain silence in library and to follow the instructions of the library staff at all times and maintain a professional environment conducive for study.
 - Stealing or damaging the property of library or misbehavior with library staff shall be considered an act or indiscipline which will call for strict disciplinary action, fines and cancellation of library membership.
 - Bags and Mobiles phones and eatables/drinks are not permitted within library premises.
 - Library staff is authorized to carry out search of students' belonging, if need arises.
 - Visitors are not permitted in the Library without the permission of the Librarian