

CSIR- CBRI Knowledge Resource Centre (Library), Roorkee

RULES & REGULATIONS

- The Library remains open from 9.00 AM to 5.30 PM on all working days (Monday to Friday)
- A reader, using the Library shall enter his/her name legibly in the register kept at entrance gate.
- Private belonging shall be kept outside the Library.
- Silence should be observed in the Library. Using mobile/cellular phone inside Library is not permitted.
- Smoking, spitting and sleeping are strictly prohibited in the Library.
- The readers shall be responsible for any damage or mutation done to the books periodicals of the Library and shall be required to replace such publications or pay the value thereof.
- After consultation, the reader shall leave the publications on the table. The Library staff shall place the publications back on the shelves.
- CBRI staff is entitled to hold six Library cards. Only one document will be issued against one card.
- A document is issued for a month in the first instance. It may be got re-issued unless reserved by another reader. The document has to be brought physically to get it re-issued.
- Encyclopedias, Dictionaries, Directories and current periodicals are not issued. These are only for reference within the Library. A copy of the relevant portion may be provided for use.
- Before leaving the Library, the reader shall satisfy as to whether the book issued to him/her is in sound condition. If not, he/she shall forthwith bring the matter to notice of Library-in-Charge/staff, otherwise the reader is liable to be the responsible for condition of the book.
- Readers are strictly prohibited to sub-lend the books.
- Staff members may suggest books for consideration for inclusion in the Library. Suggestions shall pertain to technical work of their units.
- Any infringement of the rules shall render the reader to forfeit the privilege of admission to the Library and to borrow books from the Library.
- The photocopies are provided @ 3 Rupee per page only for Research purpose.