CENTRAL LIBRARY
INSTITUTE OF TEACHING AND RESEARCH IN AYURVEDA

Rules & Regulation

No. L-12015/18/2021-AS.—In exercise of the powers conferred by sub-section (1) of section 28 of the Institute of Teaching and Research in Ayurveda Act, 2020 (16 of 2020), the Institute of Teaching and Research in Ayurveda, with the previous approval of the Central Government, hereby makes the library regulations, namely :-central library regulation

1. Preamble

Services of the Library are provided primarily to students, faculty, staff, and office bearers of the ITRA, Jamnagar and are extended to member of public who satisfy certain terms and conditions. The library collections are property of ITRA and as such are subject to special protection. These rules are designed to ensure that all members may obtain the maximum benefits from library facilities. All members should exercise self-discipline, respect and consideration for others when using the Library. By the act of using any facility of the Library, a user agrees to abide by these rules of the Library.

2. Scope

These rules and regulations govern the use of the documents or any other property of Central Library. These rules supersede all existing rules & regulations of the Library.

3. Short title and commencement.-

(1) These regulations may be called the Central library Regulations, 2025.
(2) They shall come into force on the date of their publication in the Official Gazette.
(3) The members of the committee shall hold office for three years and may be re-appointed.

4. Constitution of Library Committee.-
The Library Committee shall consist of the following members:-

ITRA - Central library Committee shall consist of the following members, namely;		
1	The Director, ITRA	Ex-officio – Chairperson
2	Deputy Director (Post Graduate)	Ex-officio - Member
3	Deputy Director (Under Graduate)	Ex-officio - Member
4	Deputy Director (Pharmacy)	Ex-officio - Member
5	Two teaching Faculty members to be nominated by the Director, ITRA	Member
6	Dean, Academic ITRA	Ex-officio - Member
7	Librarian, ITRA	Ex-officio-Member Secretary

5. **Powers and functions of Chairperson of Library Committee.** - The Chairperson of the Library Committee shall have the following powers and functions:-

(a) to convene the meetings of the Library Committee at any time and shall do so if a requisition for that purpose is presented to him in writing by Librarian specifying the subject of the meeting proposed to be called;

(b) to preside over the Library Committee meetings and introduce the Agenda items properly; may include in the Agenda at any time before or during a meeting –

(i) fresh items of business; and

(ii) items supplementary to those included in the Agenda, and such items shall be taken up for consideration in the meeting;

(c) to ensure that the affairs of Governing Body are conducted in accordance with law;

(d) to ensure that the decisions of Library Committee are implemented;

(e) to carry out the duties delegated by the Library Committee;

(f) to nominate the members of the committee shall hold office for three years and may be re-appointed. Any casual vacancy of nominated members caused by death, resignation or the member ceasing to hold a particular office or to answer a particular designation, by virtue of which he became a member, shall be filled up by nomination. A member so nominated.

6. Powers and functions of Library Committee: The Governing Body shall have the following powers and functions:-

(a) to regulate and enforce discipline among the members of the library and to take appropriate disciplinary action, wherever necessary;

(b) to take all other necessary decisions for the smooth and efficient functioning of the library.

7. Rules

7.1 Working Hours

The Library System remains open as follows:

Week days	Open time
Monday to Saturday	8.00 AM to 8.00 PM
Sunday and Government holidays	8.00 AM to 8.00 PM

Note:
1. The Library remains closed every year on 26[th]January and 15[th]August
2. Recess: 1.30PM to 2.00 PM

7.2 General Rules
7.2.1 By the act of using any facility of the Library, a user agrees to abide by the rules and regulations of the Library

7.2.2 Library will issue Library card on production of admission letter along with library caution money deposit receipt in any of the in campus institute and for the employees, the application for membership must be forwarded through the concerned head of the institute/college.

7.2.3 Members will not be allowed to use the library in absence of the membership card. Members are required to carry their library card at all times and must show them at the request of the Library Staff.

7.2.4 Library membership card is not transferable.

7.2.5 Silence must be observed in the Library. Sleeping is prohibited in the library.

7.2.6 It is not permitted to work in-group and study verbally in the whole Library. It is permitted in a particular allowed part (discussion chamber) of library without much disturbing to other users.

7.2.7 Use of chewing, betel (pan) of any tobacco product including smoking, spitting, eating food, sleeping or any behavior calculated disturb other is prohibited in the library.
Mobile phones and other electronic devices likely to cause disturbance shall always be in silent mode.

7.2.8 Portable computers (laptops etc.) may be used after taking necessary permissions from the Library Authority.

7.2.9 Library telephones are for exclusive use of the Library Staff.

7.2.10 All types of games/competitions are prohibited in the library.

7.2.11 No person may misplace, misfile, misuse, damage or attempt to damage any library resources. The members shall be responsible for any damage done to the documents or any other property belonging to the Library, and shall be required to replace such library resources/property damaged or to pay the value thereof.

7.2.12 Dog and other pet animals should not be taken in by any member or visitors.

7.2.13 Members are responsible for keeping the Library informed at all times of their current term-time, telephone number, email and present communication addresses. If a user does not fulfill her/his obligation to report changes and the Library has to find out data itself, the user will be required to pay any costs incurred by the Library.

7.2.14 Except with the approval of the Authority, no broadsheets, hand bills, newspapers, or other materials, notices of the Library or the Institute, may bed is played or distributed within the Library.

7.2.15 No security deposit shall be repaid until all books and dues outstanding against the member and Library Card have been duly returned.

7.2.16 The Authority preserves the right to forfeit the security deposit to recover any "due".

7.2.17 No documents on display in "NEW ARRIVALS" will be issued before 30 days from the date of display. However, they may be consulted within the Library.

7.2.18 All members associated with campus Institute should obtain Clearance Certificate/no due certificate from the Library by submitting membership card and all dues before they leave the Institute/college, otherwise their mark sheets/ certificate/ stipends/fellowships, and/or other dues etc. may be with held.
It will be the responsibility of the Head of the institute to get no dues from library before reliving any employee or student.

The heads of Institute/Dean/Principal/Deputy Director /Director of institute shall require the students of their department/college to produce a clearance certificate from the library to the effect that they have returned all books and cleared all dues, before they are allowed to leave institute.

Head of the institute/department shall see that the research scholar who have completed research project work produce a no dues certificate before leaving institute.

7.2.19 All personal belongings except purses and notebooks should be deposited at the deposit vault / locker. These should be taken back at the time of leaving the Library. The library cannot be held responsible for lost or stolen items.

7.2.20 Blank CD/External Hard disc / pen drive etc. can be taken inside after showing at the Checkpoint.

7.2.21 All users are requested to show their belongings at the Checkpoint before leaving the Library.

7.2.22 As you exit the main entrance, you will pass through the security gate. If the alarm sounds, return to the Circulation Desk for assistance. The security gate will not harm computer disks or other electronic media.

7.2.23 Member cannot bring personal books/photocopies etc inside the restricted area of Library for consultation.

7.2.24 Whenever a fire alarm sounds in the Library all users must vacate the Library immediately.

7.2.25 All library resources must be borrowed before leaving the Library. Un-borrowed items taken beyond the Electronic Gate are considered stolen. Offenders are liable for suspension and stern disciplinary action.

7.2.26 Photography, filming, videotaping and audio taping are not allowed without the permission of the Authority.

7.2.27 The Authority has the discretion to suspend library membership, including access to the Internet, to borrowers who fail to return items or fail to pay charges after due notification, cause repeated disturbance or otherwise fail to comply with these rules and regulations.

7.2.28 All documents are issued till the date stamped on the date label and/or official receipt of issue. If there is any discrepancy between date label and the Issue receipt, it is the borrower's responsibility to inform the Library Staff at the circulation desk about it.

7.2.29 Library resources taken from the stacks should not be re-shelved by the users.

7.2.30 Library Committee will decide the procurement of all types of information resources by examining recommendations of the internal and external members.

7.2.31 The Circulation Service remains suspended during recess (1.30 PM-2.00 PM.) and after 6 PM.

7.3 Lending/Borrowing

7.3.1 The Library Authority has discretion to restrict certain categories of material held by the Library from being borrowed, such as standard reference documents, theses, manuscripts, items of special value or rarity, journals, special collections, data documents and damaged documents etc.

7.3.2 All books are issued by the date stamped on the date label or official receipt of issue. If no deposit is made till the next day, then from the next day the overdue amount will start being charged on the book as per rules.

7.3.3 It is essential to submit RFID/ Library Card during checkout and check-in transactions of library items.

7.3.4 Books borrowed by one member must not be passed on to another but must in all cases be returned to the Library.

7.3.5 A borrower should not borrow documents in other's name.

7.3.6 The borrower will be held responsible for all materials until they have been returned in good condition.

7.3.7 The Library may recall a book on loan at any time, and the book must then be returned to the Library on or before the closing time on the date given in there call notice/message.

7.3.8 Members should inform the Library as soon as possible of any circumstances (such as illness or hardship), which might affect their use of the Library and their ability to comply with the Rules and Regulations. The Library Authority has discretion to grant special privileges on compassionate grounds.

7.3.9 Member must report any mutilation found in books before borrowing, otherwise the last borrower is liable to pay for damages when the books are returned and/or the Library Authority finds the mutilation.

7.3.10 If a member does not pay off the Library dues, or returns overdue documents, the privilege of borrowing library resources and /or access to other library services may be suspended till he/she deposits the requisite amount.

7.4 Loan Periods and Loan Entitlement

7.4.1 Loan Period

The length of time you may check out library resources varies and depends upon types of documents.

Category	Maximum period in days to issue			Overdue Charge per Day
	Books	Thesis/ Bound volume	CD / e-materials	
Students and Research scholars	14	Not to be issued	Not to be issued	Rs 5.00
Non-teaching staff of ITRA	14			Rs 5.00
Teaching staff of ITRA	14	14	14	Rs 5.00
Officers of ITRA	14	14	14	Rs 5.00
Departmental library	365	00	Not to be issued	

Note:
1. All books issued must be returned to the library before vacation.
2. If the last date of return of books (14th day) falls on holiday then it should be returned on the very next working day.
3. Manuscript is not to be issued.
4. Journals will be issued for one only.

7.4.2 **Loan Entitlement**

Category	Types of documents		
	Books/ Journal	**Thesis**	**CD etc e-materials**
Diploma student of all courses running in ITRA campus	2	0	0
UG students of all courses running in ITRA campus	2	0	0
PG/PhD scholars of all courses running in ITRA campus / SRF /JRF working under different projects,	2	0	0
Teaching staff of all courses running in ITRA campus	5	2	2
Authorities (Officers) of ITRA	5	1	2
Non-teaching staff of all courses running in ITRA campus	1	0	0
Departmental library	As required with justification (Maximum 100)	0	0

Notes
1. Authority has full rights to declare any library resources as non-issuable.
2. Library resources in demand may be issued only for such limited periods, as the Authority deems desirable.
3. Loan periods may be adapted to take account of vacation/examination requirements and in exceptional circumstances extended loan periods maybe negotiated.
4. Teaching staff of Institute whether temporary or permanent, mentioned above, are allowed to borrow books from the library.
5. Loan privileges of a member will be terminated at least one week prior to expire of the term of the membership and/or date of leaving the Institute.

7.5 Renewals
7.5.1 Borrowed documents can be renewed for a maximum of two times only.
7.5.2 Users have to renew their checkout library resources before the last day of the loan period.
7.5.3 Already overdue item will not be renewed.
7.5.4 Already reserved item cannot be renewed.

7.6 Reservation
7.6.1 Members may place a hold on materials that have already been checked out. When the material becomes available, the member will be sent a notice either by Email or SMS.

7.6.2 If the reserved library resource is not taken within 5 days, it is given to another member in queue or is put back on its shelf.

7.6.3 A member cannot reserve more than two library resources.

7.6.4 A member may not request a second hold on the same library resource.

7.7 Late Returns

7.7.1 Overdue notices may be sent as a courtesy through Email or SMS. However, it is the responsibility of the entire member to return library resources on time and pay the overdue fines whether or not he/she has received notice.

7.7.2 If a borrower does not return the document borrowed within 60 days, the ITRA will proceed to enforcing the return of the document through local police **a**nd/or lawyer. In such cases, the costs including court costs will be recovered from the user.

7.7.3 Library resources that are not returned even after notices and/or within 60 days from the date of 1st borrowing of the library resources are deemed as lost (See Lost and Damaged Library Resources next), and an invoice notice is sent which includes replacement charge, the fine and a non-refundable processing fee. Borrower should pay the amount within 7 days or the legal actions may be initiated.

7.7.4 A member may have his/her borrowing privileges restricted if excessive overdue or fines accrue.

7.8 Lost and Damaged Library Resources

7.8.1 Unauthorized removal of materials, be it a single page or several items, will be treated as a serious offense, and criminal charges may be filed when the values of the material or other circumstances warrant.

7.8.2 Members are responsible for returning materials in good condition and will be assessed for cost of the damaged materials. The amount of the cost will be set by the Library Authority and treated as an unpaid fine if not paid when the library resources are returned.

7.8.3 If a member loses or damages library resources, he/she should report the loss in writing to the Librarian (Circulation & Stack Maintenance), otherwise the borrower pays the accrued fine from the date the documents are due for return.

7.8.4 Member is obliged to pay Rs 100.00 as processing fee for each lost/damaged item in addition to cost of the documents.

7.8.5 **Replacement Processes**

7.8.5.1 The borrower may replace lost library document with the same edition of the document or by a later edition.

7.8.5.2 The cost of out-of-print document will be:

3.8.5.2.1 Five (5) times the cost of the lost document at the current exchange rate in case of foreign document.

3.8.5.2.2 Ten (10) times the cost of the lost document in INR in case of Indian book.

7.8.5.3 A corresponding cost for repair of damaged books, if repairable. Otherwise, borrower is obliged to pay the cost of the document as calculated above.

7.8.5.4 The replacement cost of a CD/DVD, videotape or other library resources will be based on the replacement cost of CD/DVD etc.

7.8.5.5 If a book/loose journal of a set is damaged/lost or misused, the entire set has to be replaced and Rs 100.00 should be paid as processing fee.

7.8.5.6 If an accompanying material is lost or damaged, the original library resource or entire set has to be replaced.

7.8.6   If the item's original price is in foreign currency, compensation will be calculated based on present exchange rate and postal charges.

7.8.7   If the lost item is without any price, users will be charged replacement cost.

7.8.8   If a rare document is damaged/misused or lost, the compensation will be determined separately by the authority.

7.9 Copying and Downloading of Works

Copying, recording or downloading from materials or services supplied by the Central Library must comply with the terms of current copyright law and with any Licenses governing the use of such materials and services. Such copies, recordings or downloaded files must not be made unless any appropriate Library forms or agreements have been completed and signed by the member. The Library Authority has the right to refuse or withdraw copying/downloading privileges and to suspend access to any services where the library staff has reason to believe that a breach of copyright or license conditions has taken place or is likely to take place. The copying limit at present is:

7.9.1   Not more than 10% of the work, or

7.9.2   If the work is divided into chapters, more than 10% of the work but not exceeding one chapter,

7.9.3   Where a work is contained in a published edition stored on any medium by electronic means and is not divided into pages, a reasonable portion of it would not exceed 10% of the total number of bytes in that edition, or if chaptered, one chapter.

7.9.4   Three complete article from an issue of a periodical publications.

7.9.5   All audio-visual materials/CD/DVD borrowed are strictly for private viewing or for instructional purpose. Duplication, circulation, editing and rental are prohibited.

7.9.6   For photocopying charges, please consult the rate charts at the concerned Unit.

7.9.7   Electronic documents can only be downloaded once; you are not allowed to make further electronic copies.

7.9.8   You are only allowed to make a single paper copy from the electronic copy.

7.9.9   For current printing charges, please contact Reprography-Photography Unit of the Library.

7.10   Access
7.10.1 Stack Areas and Associated Libraries

7.10.1.1   Internal Members (Fulltime Staff, Students, and Research Scholars and others) can visit any sections of the Library Stacks.

7.10.1.2   External Student cannot visit stack areas. They have to submit there requisition for library resources at the concerned Circulation Desk.

7.10.1.3   Other Members of the Public need prior permission of the Library Authority to visit the Stack.

7.10.2 E-Resources

The Library System provides electronic information services. The Library System has subscribed for various CD-ROM and online databases providing bibliographic information as well as full-text journals and e-books. The use of each online service is governed by copyright law and by the terms of the license agreement between ITRA and the publisher.

7.10.2.1   Permitted Uses

7.10.2.1.1   Searching the content of the online service, including searching, view inland browsing tables of content, full-text of articles, bibliographic information and data.

7.10.2.1.2   Downloading, saving and printing limited data or articles for personal, academic use only.

7.10.2.2   Prohibited Uses/Actions

7.10.2.2.1   Downloading entire collections of data or entire issues of a journal or conference is a violation of copyright law and a violation of ITRA licenses with publishers.

7.10.2.2.2   Any commercial use

7.10.2.2.3   Any systematic or substantial reproduction of the information provided in the database or electronic journal or creation of derivative works.

7.10.2.2.4   Any alteration, modification, or repackaging of the information contents in the database or electronic journal, including creating as searchable archive.

7.10.2.2.5   Any distribution of the information contents of the online service, or material downloaded from the online service, in any form.

7.10.2.2.6   Attempting to impersonate any person by using forged headers or other identifying information.

7.10.2.2.7   Removing, modifying, or obscuring copyright notices or other notices and disclaimers.

7.10.2.2.8   Facilitating use or access by non-authorized users, including sharing your password or other login information with anyone.

7.10.2.3   Enforcement

7.10.2.3.1   Unauthorized use of or access to these online services violate the Usage Policy of the Institute and can result in individuals losing access to these online. Continued or repeated misuse of an online service can result in the loss of access for the entire library services.

7.10.3   PC & the Internet

PC should be used exclusively to access Web-PAC of the Library, subscribed/purchased e-resources. Because these computers are shared resources, members may be asked to limit time spent on these computers. Members must not abuse their privileges when using these facilities.

Free internet WIFI access is provided to members in laptop or tablet (mobile not allowed) for those who got the WIFI code from the IT centre.

Disciplinary action will be taken against those breaking the rules.

Please note, in particular, that the following are not allowed:

7.10.3.1	Accessing of undesirable Internet sites and downloading, printing and circulating of undesirable materials.
7.10.3.2	Unauthorized use of passwords. Computer accounts and passwords must be kept strictly confidential.
7.10.3.3	Installing and running computer software, which is not owned by the Library?
7.10.3.4	Changing the PC system setup.
7.10.3.5	Duplicating any software or audio-visual program. This infringes copyright regulations and offenders will be liable for legal action.
7.10.3.6	E-mailing, chatting, and general searching the Internet.
7.10.3.7	Creation, display, importation, circulation or storage of offensive material

7.11   Membership

7.11.1   Admittance

All you need to do is to take proof of your identity, and current residential address to the Librarian. Proof of identity can be any current official document that gives your name, profession, Course Name &Academic Session (if applicable) and address of the Institute, and Proof of current residential address may be Voter Id Card, current electricity bill, driver's license, recent bank statement, pension book etc. Library Card, the user is obliged to pay Rs 100.00.

7.11.2   Loss of Library Cards

7.11.2.1	The use made of the membership card and of any passwords issued by the Library will be the responsibility of the member to whom they are issued. If the approved library membership card is lost, or stolen, the member will be held responsible until the loss has been reported in writing to the Library Authority.
7.11.2.2	In case of replacement of Library Card, the user is obliged to pay Rs 300.00.
7.11.2.3	In the case of repeated loss of Library Card, the Library Authority may reject the user access to the services of the Library.

7.11.2   Categories

To join Central Library you will need to apply for one of the membership categories:

7.11.2.01	**Membership**: Students, scholars, teaching Staff, non-teaching staff, authorities of Institute, Research Associates, Research Scholars, and Project Linked Staff are automatically eligible for membership of the central Library. However, they have to apply for the member ship and pay refundable security deposit. Fulltime staffs of the Institute are exempted from payment of security deposit.
7.11.2.02	**External Membership (Public Access Membership)**: No external members are allowed for membership. However if there are public demand (for ex staff students etc.) authority may consider in this regard case to case basis.

7.11.3   Annual Library Membership Fee & Required interest free refundable Security Deposit

Category /Department	Library membership fee (Rs.)	Security deposit(Rs.)
Diploma/ UG students of all	500	1000/-

courses running in ITRA campus		
PG/PhD scholars of all courses running in ITRA campus	**1000**	**5000/-**
Teaching staff of all courses running in ITRA campus	**Nil**	**Nil**
Authorities (Officers) of ITRA	**Nil**	**Nil**
Non teaching staff of all courses running in ITRA campus	**500**	**Nil**
External Membership (Public Access Membership)	**500 (Annual)**	**1000/-**
Departmental library of departments of all college in ITRA campus	**Nil**	**Nil**

Notes:

1. Members of the public may apply for Open Learning Membership on payment of Annual Library Membership Fee to consult/access information resources inside the Library.

2. Members of the public (External Membership: ex staff/students) may apply for borrowing facilities restricted to the Central Library's own stock and on payments of the Annual Library Membership Fee and requisite refundable security deposits.

3. For the purpose of Library Membership fee, the relevant year is July to June or the admission year of the student as fixed by the ITRA.

5. Director may reduce the security deposit in case of economically weaker fulltime student of the Institute.

6. The Library Authority, whose decision is final, takes the decision regarding acceptance of membership.

7. A person eligible for membership in two or more of the categories specified above will be permitted only in one category of his/her choice.

8. The Library Authority has the right to add/delete/merged Categories depending on the operational needs of the Library.

7.12.5   Termination of Membership

Library Membership shall be terminated for any of the following reasons:

7.12.5.1   If the subscription becomes overdue. The Central Library will not serve any notice regarding expire of the membership.

7.12.5.2   Member requested in writing for termination of membership and has returned all borrowed items, Library Membership Card and Receipt of the Security Deposit.

7.12.5.3   If the member becomes of unsound mind or insolvent or convicted of a criminal offence.

7.12.5.4   The Library Authority in consultation with the Director of Institute shall have the power to terminate the membership of any individual or institution without assigning any cause.

7.13   Library Notices

7.13.1   All general notices about Central Library and Library Resources will be available on the Library website (https://ayurvedlibrary.com).

7.13.2   Electronic mail is the default means of communication between the Library and members.

7.13.3   Members may request notices to be sent by post or circular. However, the Library is unable to accept responsibility if a member does not receive a particular notice by a certain time or at all.

7.14   Glossary

7.14.1   Borrowed Item means any Library Resource that can be borrowed from the Library;

7.14.2   Borrower means any User who borrows anything from the Library;

7.14.3   Document means any items that can be read/used/consulted.

7.14.4   Student means a person who is registered as a student in a course conducted under ITRA.

7.14.5   Item means any Library Resource that can be consulted.

7.14.6   Library means Central Library

7.14.7   Library Authority means library committee approved by governing body. Where appropriate, any person acting in that position or any Library Staff acting as a delegate of the Library Authority.

7.14.8   Library Resource means anything or any facility or service (including any online or networked resource) available, in/from/through a Library to some or all Users;

7.14.9   Library Staff means staff of the Central Library.

7.14.10   Staff means any fulltime temporary or permanent worker of the Institute of ITRA.

7.14.11   User means any person (including Borrowers) who uses the Library.