

National Law University Delhi

Library Rules (Ist Amendment-2024)

1. ABOUT LIBRARY

1.1. Objective

NATIONAL LAW UNIVERSITY DELHI established in 2008 by Act No. 1 of 2008 of Govt. of National Capital Territory of Delhi and with the initiative of High Court of Delhi. The name of the Library of the University is after the name of Justice T.P.S. Chawla Justice T.P.S. Chawla Library promotes and fosters excellence in legal education and scholarship. The mission of the library is to support the research and educational endeavors of students and faculty by organizing and disseminating legal and law related information.

1.2. Resources of the Library

The National Law University has developed its collection material in variety of formats, including Prints, online and CD-ROM. The Library has developed a collection of Primary and Secondary resources such as Case Law, Constitution, Legislation, Reporting Journals, Parliamentary Proceeding, Treaties, Academic Journals, Judicial & Administrative Decisions, Indian & Foreign Books and other resources related to National & International Information in print as well as in digital form. Library Collection includes Law and general books, law encyclopedias, law dictionaries, central as well as state governmental legislation, reports, treaties and other relevant document required by the clientele of the Library.

1.3. Electronic Resources

The Library of National Law University Delhi has established an Online Legal Resource Center with more than 20 computers terminals and heavy duty printers with Wi-Fi technology. The library is equipped with internet based services for retrieval of legal database like West Law, JSTOR, Lexis-Nexis, Hein Online, E-Hart, Manupatra, S.C.C., AIR. (Info. Tech.), Corporate Law Adviser and other legal material from public domain. Online Public Access Catalogue (OPAC) of library is also available for fast and accurate search of Library collection. The Library subscribes electronic books of reputed publication like Oxford University Press, Cambridge University Press, Hart E-Books, Taylor & Francis E-Books and Archival Collection of Books at Hein Online.

1.4. Procurement and Collection Development Policy of Library Document Including Print

Digital and Other Documents

A library Committee under the chairmanship of the Vice-Chancellor is constituted for procurement of variety of document (Books/ Journals / Electronic Resources and any other item) for Justice T.P.S. Chawla Library. The Library Committee consists of Faculty Members of the University. The Books/ Journals/ Electronic resources and any other item recommended by the students, faculty members, research scholars and the list of latest books submitted by the publication is reviewed by the Library Committee for procurement.

- 1.4.1 Vice Chancellor has the power to write off lost and damaged library documents on recommendation of Constituted Committee for the purpose.
- 1.4.2 Vice Chancellor has the power to waive the fee and any relevant costs imposed for late return of library Documents.

1.5. Services of The Library

Justice T.P.S. Chawla library is committed to provide dedicated services to its subscribers, readers and other clientele Its services constitute dealing with the following assistance activities to its Patrons: -

- 1. Reference/Referral Services
- 2. SDI/Current Content Services
- 3. Online Cataloguing Search Service (OPAC)
- 4. Borrowing Books Facility
- 5. Computer Assisted Legal Research Services
- 6. E-mail Alert Services
- 7. Bibliography Services (Photocopy and print out)
- 8. Press Clipping Services

2. LIBRARY HOURS/TIMINGS

Library shall be open as under:-

Session	Days	Timing
Full session	Monday to Saturday Sunday & Holidays	09:00 AM to 12:00 AM 10:00 AM to 12:00 AM
Two weeks before and during the Examination	Monday to Sunday	09:00 AM to 06:00 AM
Session Break	Monday to Saturday Sunday & Holidays	09:00 AM to 07:00 PM 10:00 AM to 05:00 PM

2.1 The Library timing is subject to change with the approval of University Authorities.

2.2 The Library will remain closed on National Holidays.

3. ADMISSION TO THE LIBRARY

3.1. Every member/user entering the library shall sign and fill the necessary information in Visitor Register kept at the entrance.

3.2. Library cum Identity card is to be shown at entrance or counter when required.

3.3. Any Personal document and belonging shall not be allowed inside the library.

3.4. Eatables are not allowed inside the Library.

3.5. All readers/users shall maintain silence within library premise and shall observe all the rules of library

3.6. Non-bonafide members/non-regular members may access library on the following conditions:

3.6.1. Access to the library may be granted to the visitor with the prior approval of university authorities/librarian, on production of recommendation letter from the Librarian of the affiliating organization or Vice chancellor/Chairperson Library(in case Librarian is not there) mentioning non availability of particular resources/services in their library. It will be subject to the availability of resources.

3.6.2. Visitors may be required to produce valid identity card along with the duly filled-up registration form.

3.6.3. Borrowing privileges will not be provided to the visitors.

3.6.4. Access to electronic resources subscribed by NLUD Library will be restricted or available only on-site. Limited number of photocopies will be provided on the approval of the librarian.

3.6.5. University library will charge a nominal fee for temporary access of NLUD Library in case permission is granted.

3.6.6. The access to the library is open to the alumni/visiting scholars for limited period on the approval of university authorities/librarian.

3.6.7. All the visitors must abide by the Library's rules.

4. MEMBERSHIP/BORROWING

4.1. Students of University can avail the Membership/Borrowing facilities

4.2. University teaching and research staff can avail the Membership/Borrowing facilities.

4.3. Special members with the permission from competent Authority can avail the Membership/Borrowing facilities

5. LOAN PRIVILEGE TO THE MEMBERS OF THE LIBRARY

5.1. The library counter & stack area will remain open from 10:00 AM to 7:00 PM.

- 5.2. Student are required to produce their Bar-Coded Identity Card for all transactions related to the Library documents.
- 5.3. The users will get the document issued from the circulation counter.
- 5.4. The users will be responsible for the loan documents issued on his/her account. The documents issued on individual account is non-transferable.
- 5.5. No Library documents will be issued during vacations.
- 5.6. Books on loan as required to be returned on due date from date of issue.
- 5.7. Identity-cum-library card are non-transferable.
- 5.8. Books/Documents from reference collection will be issued on special permission.
- 5.9. Renewal of books will only be done if not reserved by other member.
- 5.10. Books can be renewed twice for three days in case of no reservation.
- 5.11. Library document/book on loan could be recalled before due date of return.
- 5.12. Patrons shall have privileged borrowing in case of library documents as per table mention below:

Category	General Section	Loan Period	Reference Section	Loan Period
Faculty	20	Semester	03	1 Week
Research Associate	05	Semester	-	-
Visiting Professor	02	Semester	-	-
BA.LLB	02	03 Days	-	-
LLM	04	07 Days	-	-
Ph. D.	05	07 Days	-	-
Other Category- 1	01	03 Days	-	-
Administrative Staff	01	07 Days	-	-
University Centers	50	Semester	-	-
Moot Court Per Team	04	15 Days	-	-

- The issue loan shall be extended on specific approval from competent authorities.

6. CHARGING OF FINE FOR DELAY IN RETURN

6.1 The borrower of the library document would be liable to pay overdue charges Rs. 5/- per day.

Categories applicable under fine system are as follows:-

1. BA.LLB
2. LLM
3. Ph. D.
4. Other Category (Created time to time on approval of authorities)
5. Moot Court Competition

7. LOSS OR DAMAGE OF THE LIBRARY BOOKS/DOCUMENTS

- 7.1. Borrower and Circulation desk staff will check the book carefully and if any defect is found it should be brought to the notice of the University Authorities.
- 7.2. Lost/damaged book of the Library must be reported in writing to the University Authorities. The borrower has to replace the book at his/her own cost by a new book of the same or latest edition.
- 7.3. In case if the lost/damaged book is not available with the vendor/publisher, the borrower will be liable to pay two times (double the cost) of the books with the fine applicable.
- 7.4. Borrowers will keep the books in good condition. Putting any marks/signs with pen/pencil, mutilation, destroying, tearing of pages will amount to causing damages to the book.
- 7.5. Duplicate membership/Library cum Identity card will be issued @Rs. 200/- on production of First Information Report (FIR) copy.
- 7.6. In case of failure to return issued books/library documents on the due date, the authority may take appropriate action.

8. NO DUES CERTIFICATE FOR DISCONTINUING LIBRARY MEMBERSHIP

Students/faculty members will be required to get their dues cleared from the library and obtain a NOC at the time of leaving the University. No dues certificate will be issued by the library only after returning of the library documents.

9. PHOTOCOPY SERVICES

- 9.1. The facility of photocopying of books or other documents is restricted as per the fair use/dealing principle under Section 52 of the Indian Copyright Act.
- 9.2. Library provides restricted photocopy facilities to the faculty members as approved by the Library Committee and amended time to time.
- 9.3. Library shall provide photocopy facility to students and officials for the purpose of projects and moots upto the limit sanctioned by the competent authorities.
- 9.4. Student may avail photocopy facility at the photocopy shop, however in special circumstances, library may provide photocopy to students on payment basis @ Re.0.50 per page,
- 9.5. Library shall provide printout facility to students strictly on payment basis @ Rs. 2.00 per page single side and @Rs. 3.00 per page for both side , Rs. 5.00 will be charged for color print for per side (Only Bonafide members will be allowed to avail the photocopy service).

10. GENERAL RULES AND REGULATION

- 10.1. Library is open for bonafide members only.
- 10.2. Every member who enters the Library shall sign the visitor register.
- 10.3. Members should produce their Library Cum ID card for borrowing library documents.
- 10.4. All users and visitors will maintain peaceful environment of study within and around the Library.
- 10.5. Talking, eating, sleeping etc. is strictly prohibited.
- 10.6. Mobile Phones are not allowed inside the Library.

- 10.7. Except Laptops, no personal books, bags etc. are allowed inside the Library.
- 10.8. Do not keep money or valuables in bags. Library staff will not be responsible for any loss.
- 10.9. Library staff has the right to ask the users to leave the premises if found to be violating any of the Library Regulations.
- 10.10. Any Violation of the NLUD Library Regulations will lead to forfeiture of the membership of concerned member.
- 10.11. Conduct not conducive to the proper use of the library is forbidden
- 10.12. Noise, disturbance or unruly behaviour is forbidden in any part of the library
- 10.13. Smoking, food and drinks are not allowed in the library
- 10.14. Silence shall be observed in the public areas of the library. Mobile phones, pagers and watch alarms should be switched off before entering the library.
- 10.15. Users of the library should be decently dressed.
- 10.16. Loitering in the library is prohibited.
- 10.17. Library materials must not be taken out of the library unless a Library staff has properly issued them.
- 10.18. No bag, case, umbrella, personal book, CD-ROM, or floppy disk should be brought into the Library. They should be deposited at the property counter at one's own risk.
- 10.19. All books and personal belongings must be shown to the staff at the library exits whenever required to do so
- 10.20. Library membership cards are not transferable and must be produced whenever requested by Library staff.
- 10.21. Library membership cards, when lost, must be reported immediately in person or by telephone to the Circulation Section. A lost library card may be replaced by a fee of Rs. 50/- along with an undertaking that the member concerned will be responsible for any book taken on the library card.
- 10.22. Mutilation and theft of library materials are offences punishable by law. Appropriate action will be taken by the Library against offenders.
- 10.23. Library books and documents must be treated with honour, so that it is prohibited to underline, write notes or pull out pages there from.
- 10.24. All dues to the library must be paid.
- 10.25. The library will not be held responsible for the loss of any personal belongings of users.
- 10.26. The members should inform the library their new designations, official addresses and addresses of communication as and when they move to new assignments or locations.
- 10.27. Following consultation, books should be left on the tables for the library staff to re-shelve them.
- 10.28. The library staff has the right to ask users to leave the library if they are inappropriately dressed or are causing a disturbance.
- 10.29. The library staff has the right to ask a non-member to leave the library.