

Membership Rules

a) The under mentioned categories of persons will be eligible to become the members of the library:

1. All staff members of the Institute.
2. All students of different courses conducted by the Institute.
3. Scientific and Technical Libraries within the Union Territory of Delhi.

b) Number of publications that can be borrowed:

S.No.	Category	No. of Publication
1.	Faculty (including Research Officers)	10
2.	Other staff members	5
3.	Students of MD and Diploma Courses	10
4.	One year course/Trainees of short term courses	2
5.	Other libraries	4

c) Period of loan and responsibilities of the borrower:-

1. Books can be returned by the members for 15 days from the date of issue.
2. The books issued for Departmental Libraries can be retained for one year from the date of issue.
3. If any publication is required urgently by the Library, it will be recalled even before the due date.
4. No Publication will issued to any member if there are any outstanding publication/publications against his/her name.
5. If the outstanding publications are not returned/renewed, even after three reminders (issued normally within fifteen days from the due date) for return, the publications will be assumed as lost and the cost will be recovered.
6. Publications kept as reserved category **“For use in Library”** can be borrowed on overnight issue system.

d) Estimation of the cost of publication lost:

The estimation of the cost of the publications lost will be as under:

1. The actual cost of the publication as recorded in the library records plus Rs. 50/- handling charges.
2. In case of publications where there is no record of the cost, the cost as determined by the Library Committee will charged.
3. In case of out of Print/rare publications, the actual cost of making Xerox copy/microfilm will be charged.

Your cooperation is requested in providing a quiet reading environment.