

National Archives of India Library Circulation Rules

1. All regular staff and trainee of one year diploma course of NAI are entitled to issue library books for home study.
2. Entitled member can enrolled only after submitting a duly filled in and signed membership form, duly recommended by the concerned section I/c and office order/pay slip/Office ID. The members are supposed to be conversant with and agreeable to the Library rules.
3. From current publication to 30 years old publication will be issued to users for home study.
4. Books required for official purpose, will be issued only in the account of concerned officer. Therefore a borrower is sorely liable for a successful return of the book in library.
5. Certain books are intended to be used only in the main Reading Room of the library. These include reference books, Reports textbooks, rare books, current & bound periodicals etc.
6. Overdue charges of Rs. 5/- per day will be charged against each book which is not returned within the due date.
7. Issued books may be renewed up to one time provided if there is no demand for it from other.
8. Members proceeding on long leave or on deputation etc. exceeding three months should return the books that are borrowed.
9. The Users are requested to check if the documents being borrowed are complete and no pages are missing in it. In case of defect or damage in the book, it should be brought to the notice of the library staff.
10. Scholars are responsible for the documents they borrow. Documents lost, torn or damaged (tearing of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including suspension of membership and/or replacement of documents concern. The lost/damaged document shall be replaced by the borrower. Falling which the penalty will be decided by DGA.
11. A book may be recalled before the due date if required by the Library. Failure to respond promptly may lead to suspension of library privileges.
12. In special cases ALIO/LIO/ADA/DDA may authorize the issue of any document.
13. While leaving the library, user should ensure that they carry only those books that are duly issued on their names, otherwise disciplinary action will be taken against them.

14. Users are divided into the following categories –

S No.	Category	Max. Books Issued	Duration (in Days)
1.	Group "A"	6	30
2.	Group "B"	4	30
3.	Group "C"	2	30
4.	Trainee and Others	1	15

National Archives of India General Rules

1. The Library is open on all weekdays. It remains closed on Saturday, Sunday and Government holidays.
2. Strict decorum and discipline must be maintained in the Library. Users must ensure that rights of other users of the Library are not breached in anyway by their own acts of commission or demission.
3. Use of Cell phones is not allowed. If readers wish to keep them while using the Library, they must be silent.
4. All Scholars are requested to register themselves in the RESEARCH ROOM and obtain the Registration Slip before coming to the library. They shall enter his/her name, address and time of entry legibly and put signature in the register kept at the entrance for the purpose. Without entry in the scholars' register, he/ she will not be permitted to access the Library.
5. Scholars must not bring sticks, umbrellas, bags, briefcases, boxes and other such articles into the Library. They may be kept at the space designated by the RESEARCH ROOM for the purpose.
6. Smoking, eating, sleeping and talking loudly are strictly prohibited in the Library. Water bottles must be kept at the space provided for it.
7. Requisition slips should be properly filled and signed and dropped at least 15 minutes before from the requisition timing. Library's requisition timings are 10.30 AM, 12.00 PM and 3.00 PM.
8. Scholars are permitted to requisition up to three books at one slot. No advance slip for different slot should be dropped in the requisition box.
9. Scholars can accesses/use/reserve maximum six books at a time.
10. All material available in the library is available for consultation only in the reading room of the library.
11. Scholars are advised to return the document to the Counter staffs after use.
12. Reprographic request can be made as prescribed charges and rules up to 4.30 p.m. on all working days. Scholars can take photocopy/scan up to 1/3 of any publication.
13. Damaged/ brittle/publications in bad state of preservation will not be provided for consultation.
14. Readers should not mark, underline, write, or tear pages or otherwise damage the library documents.
15. No Library material can be taken out of the Library without permission of the Librarian.
16. The discretion/decision of the Director General/Deputy Director /LIO/ALIO on any matter pertaining to Library services will be binding on the Library users.
17. Anyone who violates the rules and regulations of the Library may be debarred from using the Library facilities or other punishments due for breach of law or norms of public order and decency.
18. The Librarian, with the approval of the Director General/Deputy Director General, reserves the right to add, delete, or modify any of these rules as and when required.

