


National Archives of India LibraryGeneral Rules

1. Scholars are requested to register themselves in the Research Room and obtain the Registration Slip to access the library. They shall enter his/her name, address and time of entry and same must be completed legibly in the register kept at the entrance of the Library Reading Room. Without entry in the scholars' register, he/ she will not be permitted to access the Library.
2. The Library is open on all weekdays at 9.30 am to 5.30 pm. and remains closed on Saturday, Sunday and Government holidays.
3. Researchers are requested to only use pencil for making notes from books/ documents. However, black pens are to be provided by the library used for entry register and filling the requisition slips.
4. Scholars must not bring bags, briefcases, water bottles, boxes, umbrellas, and other such articles into the Library. They must be kept at the space designated by the Research Room for the purpose.
5. Use of mobile phones is not allowed in the Library Reading Room. Scholar should be kept the phone inside the plastic bag received from Research Room in silent/ vibration mode before entering in the Reading Room.
6. Books/ Documents supplied should be used after entering in the issue register and the same entry should be made while returning of documents.
7. Smoking, eating, sleeping and talking loudly are strictly prohibited in the Reading Room area.
8. 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.
9. Scholars are permitted to make requisition up to four books at one slot. No requisition slip should be dropped in advance for different slot. A total of 12 requisitions are allowed in a day.
10. Scholars can access /use six books/ documents at a time and reserve maximum 6 books for two weeks.
11. Lecterns/ reading stands may be used for reading heavy volumes.
12. All material available in the library is available for consultation only in the Library reading room.
13. After use of the books/ documents, scholars are advised to return the books/ documents to the Counter staff.
14. The scholars are requested to check if the books/ documents being borrowed are complete and no pages are missing in it. In case of defect or damage in the book/ document, it should be brought to the notice of the library staff.
15. Researchers / users are responsible for the books/ documents they borrow. Books/ 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 /or replacement of same document. The damaged document shall be replaced by the borrower. Failing which the penalty will be decided by Director General.
16. Damaged/ brittle book/ documents will not be provided for consultation.
17. Readers should not mark, underline, write, or tear pages or damage the library books/ documents.
18. Reprographic requests to be made as per the prescribed charges and can be deposited in the cash counter till 4.00 p.m.
19. Scholars may take plain paper copies / scan copies up to 1/3 of any document where ever permitted by the copy right of books/ documents.
20. Researchers may submit multiple orders in any given month but the total number of pages should not exceed 500 in a month.
21. Anyone who violates the rules and regulations of the Library may be debarred from using the library facilities.
22. The decision of the Director General on any matter pertaining to Library services will be binding on the Library scholars.

This issues with the approval of Director General of Archives.

  
(Syed Farid Ahmad)  
Deputy Director of Archives