

**PROCEEDINGS OF THE DIRECTOR
KERALA INSTITUTE OF LOCAL ADMINISTRATION, THRISSUR**
(Present: Dr. Joy Elamon)

KILA-Library Rules and Regulations-approved-orders issued

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17-06-2017

Read:

ORDER

The KILA Library Rules and Regulations appended herewith is approved subject to ratification by next Executive Council of KILA. All the concerned are hereby directed to comply in accordance with the rules and to take urgent steps to implement the rules immediately without further delay.


Director

To

The Librarian

Copy to: All faculty members/ all sections/Director's table


PS to Dir

KERALA INSTITUTE OF LOCAL ADMINISTRATION
LIBRARY RULES AND REGULATIONS

1. Short Title and Commencement

These Rules may be called the Kerala Institute of Local Administration (KILA) Library Rules and it shall come into force on the date of approval by the Executive Council (EC) of KILA.

2. Definitions

- 2.1. **KILA:-** KILA means Kerala Institute of Local Administration.
- 2.2. **EC:-** EC means Executive Council of KILA
- 2.3. **Director:-** Director means Director of KILA.
- 2.4. **LAC:-** LAC means Library Advisory Committee.
- 2.5. **LMC:-** Library Monitoring Committee.
- 2.6. **Faculty Members:-** Faculty Members means Regular Faculty Members defined/listed in the Service Bye-law of KILA.
- 2.7. **Staff Members:-** Staff members as defined/listed by Service Byelaw.
- 2.8. **Members:-** Members means Library members.
- 2.9. **Research Scholars:-** Research Scholars means Research Scholars undergoing Ph.D as per affiliation between KILA and other Universities and doing research in KILA, under the supervision of KILA faculties.
- 2.10. **Patron:-** Patron means a person who uses the services of the Library.
- 2.11. **Service:-** Service means any act or activities undertaken in the Library to facilitate access to information resources
- 2.12. **Classification:-** Classification means system by which library materials are arranged according to subject. Library classifications use a notational system that represents the order of topics in the classification and allows items to be stored in that order.
- 2.13. **Catalogue:-** Catalogue means a register of all bibliographic items found in the Library.
- 2.14. **Loan:-** Loan means lending of materials.
- 2.15. **Committee:-** Committee means a group appointed by the authority to which a matter is referred, or is committed for attention, investigation, analysis, or resolution.

3. Purpose and Objectives

- 3.1. Kerala Institute of Local Administration (KILA) is established for capacity building of Local Self Government Institutions (LSGIs) and strengthening local governance system through Training, Research, Consultancy, publications and information services, and

Documentation. The KILA Library is therefore, meant to provide information service to facilitate Training, Research, Consultancy, and Documentation relating to Local Governance. KILA Library functions as a full-fledged information centre on Panchayati Raj, Decentralisation, Poverty Alleviation, Rural Governance and Development, Urban Governance and Development, Gender in Governance, Participatory Democracy, Human Development, etc.

- 3.2. Continue to strengthen and update all collections to meet the needs of KILA in particular and local governance system in general.
- 3.3. Meet the informational needs of all stakeholders of KILA by providing materials, referral, information in time.
- 3.4. Provide value added Library services to the Library members and other stakeholders.
- 3.5. Ensure continuous improvement in Library services and products.

4. Services and Functions

4.1. Current Awareness Service

Inform the users about new acquisitions in the library.

4.2. Bibliographic Services

Providing list of documents about a particular Title/Subject/Author/Publisher to the users.

4.3. Lending Service

Facilities for issue of books, return, and renewal of loaned items.

4.4. Reference Service

Help the user define and identify her/his query correctly, bearing in mind how he/she intends to use the information.

4.5. Referral Service

Directing or redirecting to an appropriate source of information.

4.6. Document Delivery Service

Supply of document to the user on demand either in original or its photocopies, irrespective of the location and form of original document.

4.7. Reprographic Services

Making limited print or electronic copies such as single articles, using for personal, instructional or research needs, posting links to specific content, etc. (It is a restrictive service and is usually constrained by the provisions of copyright and intellectual property rights).

4.8. Documentation Service

Documenting the News Paper clippings by major themes on local governance.

4.9. Digital Service

Provide digital copies of literatures, if available, and linkage to other important web Sites.

5. Working Hours

- 5.1. Library is kept open on all days from 8.a.m. to 8.p.m except on public holidays. These hours may be reduced or extended in special circumstances by giving prior notice by the Director on the notice board.
- 5.2. The Library Staff should reach the Library before 15 minutes of Library opening time and leave 15 minutes after closing time.

6. Use of Library

- 6.1. Every user entering the Library should sign in the Visitor's Register kept at the entrance. Those who require attendance certificates should mark their attendance everyday that they are present in the Library. Attendance certificate will be issued, by the Director based on the recommendation of the Librarian, on the basis of entries in this Register.
- 6.2. Strict silence and discipline should be maintained in the Library.
- 6.3. Usage of mobile phones, smoking, etc. is strictly prohibited in the library.
- 6.4. All those entering the stacks and Reading Rooms are requested to leave their personal belongings, especially printed matters, bags, umbrellas, food & beverages, etc. in racks specially provided for the purpose outside the entrance.
- 6.5. Members have the privilege of open access to stack rooms and reading room.
- 6.6. Members have the privilege of access to the digitalized library.
- 6.7. Members are free to browse among the books. Books taken out from the shelves should be placed on the nearest table.
- 6.8. Replacing of books on the shelves by members is not allowed as it may undo the Classified sequence.
- 6.9. Cutting or tearing of any photo or page from any publication is prohibited and punishable.
- 6.10. The Library Membership of those who violate the Library Rule shall be terminated without any notice.

7. Catalogue and Classification

- 7.1. Dewey Decimal Classification Scheme has been adopted for the classification of materials.
- 7.2. Catalogue shall be prepared by Integrated Library Management Software and search through User Interface.
- 7.3. Books journals and periodicals subscribed by KILA shall be entered in the Tapal entry of the Institute on receipt and be kept in the Library.
- 7.4. An Accession Register shall be properly maintained in the Library by the Librarian.

- 7.5. All arrivals including purchases, donations and complements of books, journals, periodicals, mimeographs, monographs, articles, etc. received in Library shall be the property of Library and all the items shall be entered in the appropriate register by the Librarian.
- 7.6. New books shall be displayed for one week under the heading 'Books - New Arrivals' in the New Arrival Book Section.
- 7.7. There shall be a KILA Publication Section for keeping reading materials for participants of training.

8. Membership and Admission to Library

- 8.1. The membership of the Library is open to the following categories
- i. Faculty members of KILA
 - ii. Staff members (Regular & Deputation)
 - iii. Research Scholars affiliated to KILA
- 8.2. Admission to the Library is restricted to members, but others who are wishing for referring books in the Library shall be allowed only with Temporary Membership facility.
- 8.3. Library provides Temporary Membership (EXTERNAL) for those who are not eligible for regular Membership. Library will charge Rs. 30/- for this purpose. This membership is valid for one month only. All categories of trainees will be treated as temporary members during the period of training and they are exempted from library charge.
- 8.4. Application for Temporary Membership is to be made on the prescribed form. Applications shall be recommended by the Librarian and approved by the Director.
- 8.5. Any change in Address/Contact number/Designation about the member should be informed to the Librarian.

9. Inter Library Loans/Institutional Membership

- 9.1. The Director on the basis of recommendation of the Library Advisory Committee grants institutional Membership. Application may be made in prescribed form available with the Library. Institutional membership shall be accepted only on a reciprocal basis. The head of the Institution may authorise a member of his staff to operate the inter-library loan transactions.
- 9.2. Maximum number of books to be issued out to an Academic/Research Institution shall be ten.
- 9.3. Maximum number of books to be issued out to a Non-academic Institution shall be three.
- 9.4. The period of loan in both cases shall be four weeks.
- 9.5. Academic/Research libraries may be allowed to retain the books for a further period of 4 weeks if those books are not otherwise on demand at KILA.
- 9.6. Rules regarding materials issued shall be applicable to interlibrary loans also.

10. Loan Privileges

Members are eligible for borrowing books from the library as follows

Category	No. of Books issued	Period of Loan (Days)
Faculty members	6	30
Research Scholars	3	15
Staff members (Regular & Deputation)	2	15

11. Issue System

- 11.1. Issuing of books and accession to digital library shall be done through Integrated Library Management Software.
- 11.2. Books issued should be returned on or before the specified date.
- 11.3. An overdue charge of Re. 10/- per day per book is levied from all categories of members.
- 11.4. A book can be re-issued to the same person, if there is no reservation for it. Not more than two consecutive renewals are permitted. Further renewal is not permitted at any cause.
- 11.5. A book which is on loan may be reserved for borrowing by other members. The book shall not be kept reserved for him beyond one week.
- 11.6. Before leaving the counter the users must satisfy themselves as to whether the books lent to him/her are in sound condition and if not, he/she must immediately bring the matter to the notice of the assistant on duty at the counter. Otherwise he/she shall be held responsible for any damage discovered afterward.
- 11.7. Books will not be issued out to temporary members.
- 11.8. Users are responsible for all books borrowed in their name. Their responsibility is not transferable and ends only when the appropriate return procedure has been completed.
- 11.9. Journals, periodicals, manuscripts, reference books and damaged books are not issued on loan.

12. Materials Issued

- 12.1. Copies of rare books/documents which can be duplicated according to the decision of the Library Advisory Committee shall be made available for issuing out (bounded volumes of photocopies of such books/documents may be used for the purpose).
- 12.2. Photocopy of research materials, on demand by Faculty and Research Staff of KILA shall be provided from the Library.

12.3. Photocopying facility shall be provided on payment to Visiting Scholars, Research Scholars, Participants of Seminars and Workshops and Training Programme participants. The rate per copy will be as per the rate prevailed by the institute from time to time. This service is usually constrained by the provisions of copyright and intellectual property rights.

12.4. Books under the category of 'Reference' shall be issued only to the Faculty members of KILA by the recommendation of the Director.

12.5. Current issues of periodicals shall be on display on arrival in the Library. Members may borrow current issues for overnight use after two days of receipt.

12.6. Documents to be borrowed for overnight use shall be issued out by 4.30 pm. and are to be returned by 11.00 am on the next working day.

13. Damage or loss of books

13.1. Damage or loss of books on loan shall be reported to the Librarian immediately.

13.2. Borrowers are responsible for any damage or loss of books occurring during loan period. Any mark or mutilation on book will be considered damage and will be dealt with accordingly.

13.3. If a book is lost or damaged, the borrower must replace it with its latest edition. If the book is out of print, the borrower shall pay the three time cost of the same.

14. Procedure regarding issue of books to proxy

In case a Member of KILA Library is unable to come to the Library him/herself, they may obtain books, reports, etc. on loan through an authorised agent subject to her/his furnishing a Letter of Authority and identity.

15. Report of the Working of Library

15.1. A Monthly Report on the working of the Library shall be prepared by the Librarian and to be placed in the succeeding meeting of the LMC.

15.2. The Annual Report of the working of the Library shall be prepared by the Librarian for each financial year by consolidating the Monthly Report approved by the LMC from month to month.

15.3. The Annual Report, prepared as above shall be placed in the LMC and then to be submitted to the Library Advisory Committee.

16. Stock Verification

16.1. There shall be an annual stock verification of the holdings in the Library by the library staff.

16.2. There shall be an external stock verification by a Team constituted for the purpose. The LAC shall constitute the team for periodic (3 Year) Stock verification, subject to the approval of the LAC.

17. Library Advisory Committee (LAC)

17.1. All policy matters of the Library shall be decided by the LAC.

17.2. The Director of KILA shall constitute the Library Advisory Committee consisting of not more than six members in the following manner:

- | | |
|---------------------------------|-------------|
| i. Director | Chairperson |
| ii. Three Faculty Members | Members |
| iii. Finance & Accounts Officer | Member |
| iv. Librarian | Convener |

There can be Special Invitees, who can attend the meeting of LAC, as and when required by the LAC.

17.3. Library Advisory Committee shall be convened by the Convener in consultation with the Chairperson, at least once in two months.

17.4. All the correspondence regarding library shall be made in the name of Director.

17.5. The convener shall execute the decisions of the Library Advisory Committee, in a time bound manner.

17.6. The quorum of the Committee shall be three.

17.7. Powers and Functions of LAC

17.7.1. Make suggestions to the EC on the amendments of the Library Rules.

17.7.2. Review of Library services and performance of staff and put forth the report before the EC yearly.

17.7.3. Recommend books for purchase and recommend supplying agencies. Recommend allocation of book funds to various subjects.

17.7.4. Books, Journals, Periodicals, Furniture and other purchases for the Library shall be as per the decision of the Library Advisory Committee.

17.7.5. Discarding and disposal of old stocks of Library shall be as per the recommendation of the LMC and subject to the decision of the Library Advisory Committee.

17.7.6. Taking decision regarding exchange of materials among other institutions/Libraries.

17.8. LAC needs to seek opinions and suggestions from LMC.

18. Powers and Functions of Library Monitoring Committee (LMC)

18.1. LMC shall monitor and report the day to day function of the Library, including Library Automation and report the same to the LAC.

18.2. The Director of KILA shall constitute the Library Monitoring Committee consisting of not more than six members in the following manner:

- | | |
|-------------------|-------------|
| i. Faculty Member | Chairperson |
|-------------------|-------------|

ii. Finance & Accounts Officer	Member
iii. IT Head/Systems Officer	Member
iv. I.T Specialist Nominated by the Director	Member
v. Librarian	Convener
vi. Assistant Librarian	Member

18.3. Library Monitoring Committee shall be convened by the Convener in consultation with the Chairperson, at least once in every two weeks.

18.4. LMC will recommend Library development matters to LAC.

18.5. All decision matters of Library to be forwarded to the LAC through LMC.

19. Duties and Responsibilities of Librarian

19.1. Librarian shall function as per the directions of LAC and implements its decisions duly.

19.2. Librarian shall maintain Accession Register and such other Registers duly.

19.3. Librarian shall be responsible for all the functions listed under the para (7) above under the 'Catalogue and Classification'.

19.4. Librarian shall convene the meetings of LMC and LAC, as required by the concerned Chairperson.

19.5. Librarian shall present necessary reports in the LMC and LAC and also provide necessary information/access to documents/registers required by the LMC and LAC.

19.6. The Librarian shall maintain a Complaint/Suggestion Box in the Library for placing complaint/suggestions of library users. The same shall be duly reported to the LMC and LAC.

19.7. Librarian shall be the custodian of all books, journals, periodicals and furniture in the Library and shall be liable for any damage/loss caused to them.

19.8. List of obsolete books, journals, periodicals, etc., which have to be discarded shall be prepared by Librarian and be placed before the LMC for scrutiny and then submitted to the Library Advisory Committee for its consideration.

19.9. Ensure the library building functional. The building has to be kept in such a manner as providing natural light and air and it must be hygienic.

19.10. All issues affecting the smooth functioning of the Library shall be placed in the LMC and LAC respectively for appropriate suggestions and decisions.

19.11. Librarian shall furnish necessary documents/reports on Library matters as required by the internal and statutory Audit Team of KILA.

19.12. Librarian shall supervise and monitor the activities of Library Assistant, Library Attendant, and any other staff engaged in the Library and report to LAC.

19.13. All collections of cash, if any in any manner, should be remitted to the Main Cash Counter of KILA by the Librarian on daily basis.

20. Duties and Responsibilities of Assistant Librarian

20.1. Shall perform the functions of Librarian in his/her absence.

20.2. Lend and collect books, periodicals and other materials at circulation desks.

20.3. Enter and update patrons' records on computers.

20.4. Process new materials including books, audiovisual materials

20.5. Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas.

20.6. Locate library materials for patrons, including books, periodicals,

20.7. Instruct patrons on how to use reference sources and automated information systems.

20.8. Inspect returned books for condition and due-date status, and compute any applicable fines.

20.9. Provide assistance to librarians in the maintenance of collections of books, periodicals, magazines, newspapers, and audiovisual and other materials.

20.10. Classify and catalog items according to content and purpose.

20.11. Send out notices and accept fine payments for lost or overdue books.

20.12. Assist in the preparation of book displays.

20.13. Getting Information -- Observing, receiving, and otherwise obtaining information from all relevant sources.

20.14. Identifying Objects, Actions, and Events -- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

20.15. Documenting/Recording Information -- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

21. Duties and Responsibilities of Library Attendant

21.1. Assist in Opening and Closing of the Library.

21.2. Shelving and Display of books, newspapers, periodicals and new arrivals, documents in other media

21.3. Dusting of books, periodicals, documents in other media. Also sorting, arranging and documentation of newspapers.

- 21.4. Shelf rectification: Putting, rectifying and shifting of books, periodicals and documents in other media, prepare the signage according to classification scheme followed by the library
- 21.5. Arrangement of chairs, tables in respective units, sections and in the reading halls
- 21.6. Assisting users in searching of books, periodicals and documents in other media and finding /tracing of misplaced books
- 21.7. Physical preparation of books, bound volumes of periodicals, newspapers, and documents in other media: Depending on the requirements stamping, opening of the packets, pasting, book label, book pocket, book tag, due date slip and writing on the spine tag
- 21.8. Undertaking Xeroxing work
- 21.9. Shifting of books and periodicals, and documents in other media from respective sections to the Stacks and other places
- 21.10. Searching out the damaged books and periodicals, mending them and preparing them for binding
- 21.11. Assist pasting of bar code labels and magnetic strips on books, periodicals etc.
- 21.12. Collection of parcels and letters.
- 21.13. All other such jobs as may be assigned from time to time.

22. Clearance Certificate/Non liability Certificate

- 22.1. Clearance Certificate/ Non-Liability Certificate may be issued to the members of the Library after they have returned all books and cleared all dues.
- 22.2. Research Scholars shall be required to produce the Clearance Certificate, before they are permitted to submit the thesis.
- 22.3. Heads of Departments insist on the faculties and other staff under them for clearance certificate in the event of their transfer or retirement before their last pay is disbursed.

23. Supersession of existing rules

- 23.1. These rules shall be in supersession of the existing Rules, but any action taken in pursuance of the existing rules shall not be called in question.
- 23.2. The Library Advisory Committee, may add, delete or otherwise alter any of the above clauses.
- 23.3. The Director KILA is the final authority on decisions and management of the library and will have the right to make decisions on library.