

# TNNLU Library Rules, 2019

(With effect from May 2019)

The Library of Tamil Nadu National Law University (TNNLU) shall be known as 'TNNLU Library'. The TNNLU Library is visualised as a special library catering to the field of Law along with its connections to other disciplines and interests. The Library aims to eventually emerge as a modern and leading law related library in South India with a characteristic feature of interdisciplinarity. The collection shall comprise documents in various branches related to Law, and other allied subjects. The Library will be adopting latest technology to enhance its use and resources.

## A. MEMBERSHIP

1. It is primarily intended for the staff members and students of Tamil Nadu National Law University (TNNLU).
2. However, external users *viz.*, professionals, *bona fide* research scholars, *bona fide* students *etc.*, who wish to make use of the Library may be allowed to do so but with permission from the Librarian. For use for a limited period not exceeding 2 weeks, prior permission shall be sought supported by introduction from his/her organization and shall carry a valid identification document. Their use of the Library shall be limited to the use of facilities within the premises of the Library and shall not have the benefit of borrowing or any other forms of access.

Application for membership and responsibilities of membership

3. Filled in application in prescribed form shall be submitted to the Librarian. Membership is granted on the express understanding and undertaking that the members legally bind themselves to return all documents (which are the property of the University) on their own and obtain a No-due Certificate at the time expiry of their membership\*.
4. Membership to the library is coterminous to the member 's relationship with TNNLU as student, faculty or staff. The membership automatically ceases with all privileges, but all dues and liabilities continue till they are duly extinguished.
5. Membership cards shall be issued to the eligible applicants, which shall be produced at every transaction. Membership cards are non-transferable.

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\* An amount of Rs. 200.00 (Rupees two hundred only) as penalty will be charged for non-return of the library cards at time of issuance of No-due Certificates.

6. Loss of card should be immediately reported to the Library and duly get it deactivated. It shall be the responsibility of the member to fulfil all the above requirements. An amount of Rs. 200.00 (Rupees two hundred only) will be charged for replacement of Library Cards. Duplicate cards shall be issued only upon payment of all dues.
7. Members on request by the library staff shall furnish identification in the form of membership card for the use of the library facilities.

## **B. LIBRARY TIMINGS**

### **1. When Classes are in Session:**

Monday – Saturday: 6 am - 12 am

Sundays & Holidays: 9 am - 5 pm

### **2. Examination Period (Mid-Semester & End-Semester Exams) / TNNLU**

#### **Intra-/Inter - Moot Court and ADR Competitions:**

Monday – Saturday: 6 am - 12 am

Sundays & Holidays: 6 am - 12 am

### **3. Vacation Period:**

Monday – Friday: 9 am - 5 pm

### **4. Closed Days:**

Independence Day, Republic Day & Gandhi Jayanti

## **C. DOCUMENT ISSUE**

### **Lending Duration**

#### *Regular Mode*

<i>Category</i>	<i>Entitlement/documents</i>	<i>Lending Duration</i>	<i>Late fee (Rs.)**</i>
LL. B Students	Two (2)	Seven (7) days. Return all books on last day of the exam or before. Reissue starts after 5 days of return.	5 /day

LL. M Students	Three (3)	Seven (7) days. Return all books on last day of the exam or before. Reissue starts after 5 days of return.	5 /day
Faculty	Ten (10) with renewal facility on request	Fifteen (15) days. Return all books last day of the exam or before. Reissue starts after 5 days of return.	-
Staff	Two (2)	Seven (7) days	-
Library Staff	Three (3)	Seven (7) days	-

*\* The late fee will be payable while returning the document/book in question.*

### ***Special Category Lending***

<b><i>Category</i></b>	<b><i>Entitlement/documents</i></b>	<b><i>Lending Duration</i></b>	<b><i>Late Fee* /Conditions</i></b>
Moot	Eight (8) per group	As recommended by Faculty-in-Charge	Issued to designated leader in his/her personal name. Late fee of Rs. 5/day shall be applicable. Use prescribed form.
Inter-Library Loan (DELNET)	As per indent	One week	Issued to indenter. Fines as per DELNET rules shall apply
Overnight Issue <i>(Students only)</i>	One (1)	Overnight. From closing hour to start time of transaction next working day.	Students only

LL. M: Weekly Wednesday Seminar	Three (3) Bare Acts/ books as recommended by Faculty-in-Charge of Seminar	Return on same day	Issued to designated Seminar Secretary in his/her personal name. Late fee of Rs. 5/day shall be applicable.
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*\* The late fee will be payable while returning the document/book in question.*

### **Other Conditions**

1. A document may be recalled before the due date if urgently required without assigning any reason. On such recall, borrowers shall return such documents to the Library within two days of recall.
2. Once the issue date exceeds 3 months and the document is not returned, it shall be treated as lost and action shall be initiated to recover the cost of the document as per the prevailing rules (*vide* Rule H). No document shall be accepted once the recovery is initiated/completed.
3. Mutilation of documents (tearing off pages, underlining, making notes, damaging of binding and the like) shall attract serious action including the requirement of replacement of documents concerned. A member, at his/her interest, may check the condition of the document and bring to the notice of the library staff, damages or mutilations, if any, before issuing a document. The staff shall make an official record of such observations before checking out the document concerned.
4. Any document damaged or lost by a borrower must be made good by him/her to the Library as per the prevailing rule (*vide* Rule H).
5. Library documents marked 'Text books', 'Reference', 'Expensive Books', 'Damaged', and loose journals shall not be issued out of the Library and are to be consulted within the library premises. Such books shall be distinguished by a label on the spine.
6. Newly arrived documents shall be kept for display. Documents on display shall not be issued. However, advance booking for such books are entertained once they are off the display shelf.

### **D. FREEZING OF BOOKS FROM ISSUING FOR A LIMITED PERIOD**

1. During TNNLU Inter- and Intra-Moot and ADR Competition time, certain identified titles may be frozen from issue. The freezing shall take effect only on the written intimation by the Faculty concerned to the Librarian specifying the title/s.

2. During the Mid- and End-Semester Examinations, members of the faculty have the option to freeze titles by writing to the Librarian specifying the title/s they wish to freeze.

#### **E. PHOTOCOPYING, SCANNING, PRINTING AND SPIRAL BINDING**

1. The services shall be outsourced.
2. Faculty members are extended free photocopying facility. Library documents only will come under the purview of this facility. The Faculty concerned should personally be present, fill -up and sign on the register maintained by the outsourced agent to avail the facility.

#### **F. BOOK SELECTION**

Book purchases are considered on the indent of individual faculty member or of students duly recommended by a faculty member.

#### **G. LIBRARY RESOURCE SHARING**

The TNNLU Library shall encourage inter-library collaboration and resource sharing with other libraries of similar nature.

#### **H. RECOVERY OF LOST DOCUMENT**

The lost/damaged document shall be replaced by the borrower with its latest edition (HB or PB as the case be) else an equivalent amount be paid to the Library.

#### **I. GENERAL**

1. Readers and visitors shall leave all their belongings and bags at the Property Counter before entering the Library. No valuables including cash should be left in the Property Counter. Library staff will not be responsible for loss of personal belongings of the user.
2. The users may remove any document from the stack, but such documents should be left on the reading table and not to be replaced after consultation.
3. Silence in the silent zones and strict discipline should be maintained in the Library by the users and the library staff. Everyone shall ensure that no reader is disturbed in his/her study by one 's act. Smoking and use of mobile phones are strictly prohibited. Watching movie or video on laptop, playing games on laptop, misuse of library internet and computers and eating inside the Library are strictly prohibited and shall attract punishment.

4. Computers provided in the Library should be used for academic purposes only and the members/users shall not change the settings and display of the computers kept in the Library.
5. Remote access facility is extended to individual members and shall, in no circumstances, be shared. Sharing of remote access facility shall result in the forfeiture of the facility from that member along with penalty.
6. Utmost care shall be taken by all to keep the Library clean always.
7. The Library Rules may be modified by the Vice- Chancellor from time to time and shall be binding on all concerned.

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