

Income Tax Departmental Library

RULES AND REGULATIONS

A. Eligibility

1. All regular and permanent employees of Income Tax Department are eligible to get enrolled as library Members and get a library card made in their name.
2. Proof of phone/email- Each library member will be required to furnish email and phone number. If the library member cannot provide this immediately, he/she can still join but will not be able to borrow any books.
3. Change of address- Library notices will be sent to the current phone and email of the library member. It is his/her responsibility to notify the librarian immediately of any change of phone and email.

B. Issue of books

1. Library Members Upto additional commissioner of Income Tax may borrow two books at a time for a fortnight. Books can be renewed only twice at one given period provided there is no reservation for them.
2. Every officer is entitled to two books for a period of one month.
3. Re issuance or extension of books in each category can be done two more times again subject to that book not being in demand (referred to as reserve).
4. A Library Member may reserve one books at any time either by sending a written request or on phone.
5. An overdue charge of Re 1 for a general book and Rs. 5 for a reserved book will be charged for each day the book is kept overtime.


6. If a book is not returned within three months from the date of issue, double the cost of the book or a suitable sum in case of out of print books as may be fixed by the librarian plus the overdue shall be charged to the library Member's account and billed for payment by the accounts department of the department without reference to the library member.
7. Under special circumstances, the Pr.CCIT may exempt a library member from payment of overdue charges or grant a longer than usual loan at his discretion.

C. Library tickets

1. Each Library Member will be given one Bar-coded Library Membership Card. The card has to be presented at the Counter each time the Library Member borrows a book. When the book is returned, the Library member can take a receipt from the Counter Staff.
2. The loss of a Library Membership Card should be immediately reported to the Librarian in writing.
3. Due care will be taken by the Library to prevent misuse of the lost library Membership Card. But the Library does not accept any responsibility for this. The Library Member concerned will continue to be responsible for any loss of books, etc. due to the misuse of the lost card even after having formally reported the loss and having been issued a duplicate card.
4. On request, a duplicate Bar-coded Library Membership Card may be issued after the loss has been reported.

D. Library security

1. Handbags (except small ladies' purses), are not permitted inside the Library. Every Library Member entering the Library are required to deposit his/her bag over the Library Counter.

- 
2. No reading or audio-visual material may be taken inside the Library other than Library books/journals which are being returned.
 3. In case of any violation of the Library rules or misconduct with Library Staff by any Library Member, the Librarian will take action against the concerned Library Member.

E. Loss or Damage

1. The Library Member should not remove, mark, deface or disfigure in any way, any volume, document, or other objects belonging to the Library or in its custody, and should not bring into the Library or kindle therein any fire or flame. The Library Member will also not be allowed to smoke, drink or eat in the Library.
2. Library Members will have to make good any loss or damage to the books, or any other Library property.
3. Loss of books taken on loan should be reported to the Librarian immediately. Library Members concerned may replace the books so lost or pay double the cost of the books, and, in case of out-of-print books such a sum as may be fixed by the Librarian.

F. Library timing

1. **Week Days** : 9.00 a.m. to 6.00 p.m.
2. **Closed days** - Weekends and public holidays