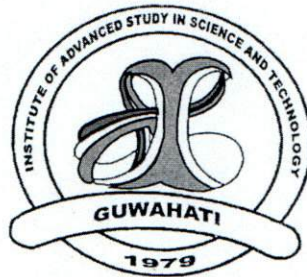
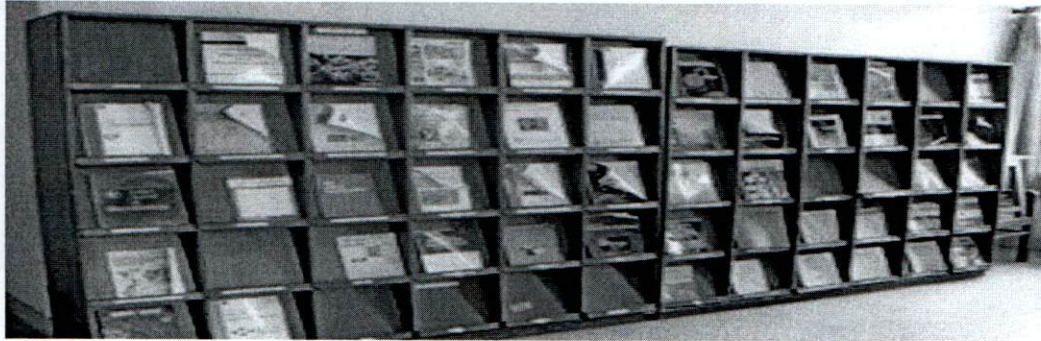


**RULES AND REGULATIONS OF THE KNOWLEDGE RESOURCE
CENTER (KRC), IASST**



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An Autonomous Institute under the Department of Science &
Technology, Govt. of India)
Vigyan Path, Pachim Boragaon, Garchuk,
Guwahati-781035, Assam, India

approved

[Signature]
27/07/12
Director
Institute of Advanced Study
in Science & Technology
Paschim Boragaon, Guwahati-781035, Assam

not transferable. Library members are responsible books/journals borrowed against their name. Members should sign in the log book for browsing and searching Internet and in house database. Maximum time will be allowed for one hour.

The visitors such as permanent and temporary may be allowed during the prescribed days and time after filling up the visitors' register kept at entrance of the KRC. Those who wish to use the KRC for a single day may do so after filling up the visitors' register kept at entrance of the KRC. Others may seek prior permission for Reference Membership by submitting filled up prescribed forms duly recommended by the Head of the Organisation to which the applicants are attached.

5. Duration of Membership

Duration of KRC membership of permanent members are five years and it will be renewed another for five years onwards till the date of superannuation. On the other hand duration of KRC membership of temporary members will be valid as per service length / fellowship period only.

6. Membership Fee

Membership fee are not required for **permanent member, temporary member and participants** attending programmes e.g. school, seminar, workshop, training etc organized by the institute. But **reference members** are required to pay membership fee as follows and necessary fee should be deposited to the Accounts Section, IASST.

- Membership for one week: Rs. 100.00
- Membership for one month: Rs. 250.00
- Membership for three months: Rs. 500.00
- Membership for six months: Rs. 750.00
- Membership for one year: Rs. 1000.00
- Life membership: Rs. 2000.00

7. Conditions for Document Issue

- (i) No part or whole of the Rare Book Collection, Reference Collection, Back Volume Collection, Periodical Collection, nor any book valuable for its illustrations or any manuscript or thesis, will be lent out from KRC to any reader.
- (ii) Books which are selected by the Librarian as valuable on account of their rarity or as belonging to a series or being out of print, as difficult or impossible to be replaced if lost or as books required for constant reference, shall not be issued.
- (iii) The **Scientific staff** shall be entitled to borrow 10 (ten) books and two bound journals at a time **and students** shall be entitled to borrow 06 (six) books and two bound journals at a time. Books are issued for the period of 30 (thirty) days and bound journals for 10 (ten) days.
- (iv) The **Technical Officer and Officer** shall be entitled 05 (five) books at a time and books will be issued for the period of 30 days.

KNOWLEDGE RESOURCE CENTER (KRC)
Institute of Advanced Study in Science and Technology (IASST)
Vigyan Path, Pachim Boragaon, Garchuk
Guwahati-781035, Assam

Rules & Regulations of the KRC, IASST

1. KRC

The Knowledge Resource Center (KRC), IASST formerly known as IASST Library which started its humble beginning with the establishment of the institute, in the year 1979, has now been developed to a full-fledged Knowledge Resource Center (KRC). The KRC is at present equipped with its rich knowledge based resources and equipments and offers services to the users. It is a special science reference KRC, primarily meant for the use of its research staff i.e. faculty members, research scholars and staff of the institute. It is also frequently used by the faculty members and research scholars of other institutes and universities located in Assam and North East India.

2. KRC Hours

Monday to Friday: 9.00 AM to 5.30 PM
Saturdays, Sundays and Holidays: Closed

3. Types of Membership

KRC has members of three categories i.e. **permanent member, temporary member and reference member**. All permanent employees of IASST belong to permanent category and all temporary employees, research scholars, students of IASST belong to the temporary category. Reference membership will be given to them who are willing to use the KRC for a certain period of time. However, the reference card holders are not entitled to borrow documents from the KRC, IASST but xerox facility can be availed on payment basis at the rate of Rs. 1.00 per copy after prior permission of the Librarian or I/c KRC. Participants attending programmes e.g. school, seminar, workshop, training etc organized by the institute shall use the KRC during programmes but they are not entitled to borrow documents from the KRC, IASST. The participants can be availing the xerox facility on payment basis at the rate of Rs. 1.00 per copy after obtaining prior permission of the Librarian or I/c KRC.

4. Membership Procedure

Filled in KRC membership application along with recommendation of the head of the respective section shall be submitted to the Librarian or i/c KRC. Membership is granted on the express understanding that they legally bind themselves to return all documents (which are property of the Govt. of India) on their own and obtain a No-due Certificate at the time of termination of their membership. Membership ID cards (with Barcode label) shall be issued to the members and the membership cards should be produced at every transaction. No document will be issued other than against borrowers' ID card. The membership ID cards are

- (v) The **Technical Staffs and Assistant** shall be entitled 03 (three) books at a time and books issued for the period of 30 days.
- (vi) The **Multi-Tasking Staff (MTS)** shall be entitled 02 (two) books at a time and books issued for the period of 30 days
- (vii) The books required by the Director, Registrar, F.A.O for administrative purpose will be issued to the concerned persons for a long period of time.
- (viii) The journals will not be issued to the members of the KRC.

8. Return period of document exceed

- (i) Once the due date exceeds by 4 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 rules of "Loss or mutilation of documents by members".
- (ii) If the document is retraced after the recovery then the document will be accepted by the KRC with usual fine.

9. Conditions for issue journal

Journals will not be issued.

10. Renewal of Loan

- (i) Renewal of loan is possible for more than two times, if there is no reservation for the document by other members.
- (ii) Documents should be physically presented for the renewal. Bound journals, however, will not be issued.

11. Recall of Document

- (i) A document may be recalled before the due date if urgently required assigning any reason. On such recall, borrowers should be able to return such documents to the KRC within three days.

12. Loss or Mutilation of Documents by Members

- (i) Lost documents will have to be replaced by the borrowers.
- (ii) KRC may help users in procuring the document.
- (iii) On replacement, the same accession number will be given to the copy after ensuring that the document is not of an earlier edition than the one that is lost.
- (iv) Write on the document and accession register that "This is a replaced copy since the original copy is lost document". Update catalogue record.
- (v) Photocopy of the lost document will not be accepted.
- (vi) If the lost document is not available in the market, the user has to pay the cost of the lost document. Opinion of the Librarian is essential in this regard. If it is a deliberate act, the user may be charged with double the cost at current exchange rate plus 10% processing cost.

- (vii) If the lost document is expensive (more than Rs. 10,000.00) or rare and very valuable one, the amount to be recovered should be decided by the KRC Committee on case to case basis.
- (viii) The lost document which is part of a serial/multi-volume set, cost of complete volume/set is required to be recovered.
- (ix) Individually priced book/volume in a series, the cost of the lost book in series is to be recovered.
- (x) A number of books acquired by the KRC contain CDs etc. along with it. In case of any loss/damage, the whole document will be treated as lost/damaged therefore the user has to replace the book with a fresh one or pay for the cost of complete document.

13. Overdue Charges

- (i) Overdue charges will be calculated till the date of return of the book.
- (ii) Books not returned by due date will be charged fine at the rate of Rs. 1.00 per day.
- (iii) If the document is not returned after the expiry of two weeks, the matter will be reported to the concerned Head of the Division.

14. Members availing long leave

Members proceeding on long leave or deputation etc exceeding three months should return the documents that are borrowed, before leaving.

15. Reservation of Document

Member can reserve two books for loan and it will be issued on priority basis for one week, in case more than one reservation exists. If a person who has reserved the book fails to collect it within three days, he/she will forfeit his/her claim on the book, but he/she may make a reservation for the book fresh reservation.

16. Procedure for suggestion and order of books & journals (print & online) etc.

The member of the KRC except reference member may send suggestions for purchase of books or journals (print& online) in the manner prescribed below-

- (i) The members may forward their suggestions on an application addressed to I/C KRC, along with list of books/journals, folders, reviews etc through the Head of the Division/ Sections.
- (ii) Proposal can also be made for the purchase of duplicate copies of books, if required by any division/section for the reference section.
- (iii) The KRC will ascertain whether the item is in stock or on order before sending the suggestion to the KRC Committee and thereafter to the approval of Purchase

Committee for placing purchase orders. If necessary, the Librarian may consult some colleagues and seek their advice to the desirability of ordering the book or journal.

- (iv) The members will be informed, if the suggested/ required items are in the KRC, or on order. They will also be informed of the receipt of the book or journal.

17. Termination of membership

KRC membership will be terminated on completion of project/course/fellowship of temporary members and due to superannuation / death, leave the job of permanent members of the institute. KRC clearance will be required for termination of membership.

18. General Rules

- (i) Readers and visitors shall leave all their belongings at the property counter before entering the KRC. It shall include personal books and other KRC documents. However, writing materials like note books & loose papers are exempted. No valuable including cash should be left in the property counter.
- (ii) 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. A book misplaced is a BOOK LOST.
- (iii) Silence and strict discipline should be maintained in the KRC by all, users and KRC staff. Every one shall ensure that no reader is disturbed in his/her study by any act of his/her.
- (iv) Utmost care shall be taken by all to keep the KRC clean always.
- (v) The users should carefully examine the documents. For any missing pages, disfiguration, etc, before borrowing it and bring the same to the notice of the KRC staff immediately; otherwise he/she will be held responsible for such damages and the necessary cost will be recovered from him/her.
- (vi) The KRC reserves the right to ask any user to leave the premises for reasons of break of conduct or discipline.
- (vii) The KRC staff may check the user for verification of documents being taken out of the KRC premises, if necessary
- (viii) Users are not allowed to take out any reading materials whatsoever from the KRC without recording in the circulation counter. Such an action would be considered illegal and will be brought to the notice of the authority.

19. Services and Facilities

19.1 Circulation

The circulation services help the users during the issue and returns of the documents, reminders, reservation of documents, overdue charges, membership, resource sharing etc

19.2 Reference

KRC has a separate Reference Collection enriched with standard reference books like Encyclopedia, Dictionary, Atlas, Year Books and many more.

19.3 Resource Sharing

KRC shares its important resources with all important academic/ research institutions in India. Journals article and other documents not available in the KRC may be procured through resource sharing from other KRC for the benefit of the users. Users are required to submit a request through print or online mode to the Librarian clearly mentioned the title of the article, author name, name of journal with volume & no. / year of publication etc. of required documents.

19.4 Book Alert Message

Book Alert message will be sent through e-mails to the borrower for the forthcoming return date

19.5 On-line Public Access Catalogue (OPAC)

Users can search the KRC documents i.e book database, bound periodicals etc with the help of OPAC through Internet and stand alone mode.

19.6 Access to E-Resource

KRC being a member of National Knowledge Resource Consortium (NKRC), under the aegis of the DST and CSIR, provides online access to some of the important full text journals and database services, such as IOP, ACS, AIP, CUP, T&F, Emerald, SciFinder, Web of Science etc. The KRC Intranet Page provides the IP based online accesses to these resources.

KRC is also provides the accesses of full text as well as bibliographic data of digital repositories (DR) i.e archival materials, publications, annual reports, projects reports, news paper clippings etc of the institute through "PRAGYA: *The Digital Repository of Institute of Advanced Study in Science and Technology*" by the individual Internet Page, through link page of KRC, IASST website and stand-alone mode.

19.7 Reprography

Photocopy service is available in the library and users can make use of it as per terms and condition laid down by the KRC. Wholesale copy of books/ journals etc is not permitted as it is against the Copy Right Act.

19.8 Internet


KRC is equipped with computers with internet facility. The users can avail this facility as per terms and condition laid down by the KRC.

19.9 Website

There is one homepage of KRC in the institutes' website.

20. Stock Verification

Every year the KRC will physically verify the library resources by a committee constituted by authority during first week of December. Borrowers will be requested to return all items borrowed by them a week prior to this period to facilitate stock verification.


Director
Institute of Advanced Study
in Science & Technology
Paschim Boragaon, Guwahati-35, Assam



Knowledge Resource Center
INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
AN AUTONOMOUS INSTITUTE UNDER DEPARTMENT OF SCIENCE AND TECHNOLOGY (GOVT. OF INDIA)
Vigyan Path, Pachim Boragaon, Garchuk, Guwahati-781035, ASSAM
Tel: 0361-2912073 (Extn. 202) Fax: 0361-2279909 www.iasst.gov.in

Book Recommendation Form / Indent

To,
The Assistant Librarian & In-Charge, KRC
IASST, Guwahati-35

Date:.....

Please procure the following titles which are useful for my research purpose.

Name of Faculty:

Division / Section:

Sr. No	Author	Title	Year of Pub.	Publisher	Current Price	No. of Copies

Recommended by HoD

Signature

Signature of Faculty/ Student

Approximate Cost of the above Books: Rs.....

Signature of Asst. Librarian:

NB: - Please provide sources like publishers' catalogue, website addresses, vendor price lists, leaflets etc. of above selected books.



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Periodical Recommendation Form / Indent

To,
The Assistant Librarian & In-Charge, KRC
IASST, Guwahati-35

Date:.....

I recommend name of following journal/s to subscribe the KRC:

Name of Faculty:

Division / Section:

Subscription Period:.....

Sl. No.	Title	Publisher	ISSN	Periodicity	Appr. subs. price

Recommended by HoD

Signature

Signature of Faculty

Approximate Cost of the above Journals is: Rs.....

Signature of Asst. Librarian

NB: - Please send sources like publishers' catalogue, website addresses, vendor price lists, leaflets etc of above selected journals.