

NIIA LIBRARY REGULATIONS

1. **Eligibility:** Membership of the library is accorded to members and academic staff of the Institute. Applications for temporary (i.e. reference) use of library facilities by other distinguished members of the public may be approved by the Director, Library and Documentation Services.
2. NIIA membership cards which are issued to all bona-fide library users must be carried at all times and should be produced on demand by library staff. This allows members to use the library.
3. **Loans:** Loan facilities are accorded to only full and life members of the Institute and the Institute's academic staff.

All books, except reference works, periodicals, Press Library collection and non-book materials may be borrowed by such members for a period of four weeks and may be renewed thereafter provided other readers do not require them.

The maximum number of loans allowed to any reader are five books. Loans must be returned promptly when due or recalled by the library.

No library material may be removed from the library unless they have been duly processed as loan.

4. **Loss of or damage:** to library materials are to be reported promptly to the Librarian (Readers' Services). The costs of replacing and processing the books will be charged and this must be paid before further loan transactions are made subject to the discretion of the Director of Library.
5. **Entrance/Exit:** All readers must enter and leave the library through the main entrance/exit.
6. **Bags, Cases, Umbrellas etc:** Should be deposited with the security officer at the entrance. The library however, accepts no responsibility for valuables.
7. **Reshelving:** Books, periodicals and vertical files consulted should be left on the tables and no attempt should be made to reshelve them.
8. **Press Library Materials:** May only be consulted in the Press Library, Access to the Press Library cabinets is restricted to LIBRARY STAFF ONLY.
9. **Smoking and eating:** are prohibited in all parts of the library.
10. A quiet atmosphere is to be maintained at all times in the library.
11. **Penalty:** Where a member has infringed any of the above regulations, the Director may, if he considers it necessary, authorize a temporary withdrawal of library privileges. Serious cases of infringement will be referred to the Institute's Management.