

NATIONAL LIBRARY, KOLKATA

READING ROOM RULES

1. The Reading Rooms are open from 9A.M. to 8 P.M. on all working days and from 9.30A..M. to 6 P.M. on Saturdays, Sundays and other holidays notified by the Library. The Reading Rooms remain entirely closed on (i) Independence Day, (ii) Republic Day, (iii) Mahatma Gandhi's Birthday and other special holidays, if any.
2. Admission to the Reading Rooms is free to all persons not less than 18 years of age and holding Reading Room membership cards Applicants shall produce evidence of age, if required.
3. Membership cards are issued on applying to the Library on the prescribed form and on producing suitable reference. In the case of students, recommendations of the Principals or Professors of their Colleges may be required. The Library may, however, accept any recommendation if considers proper.

Note: - Membership cards will not be forwarded by post.

4. Membership cards are non-transferable and are valid for one year from the date of issue. In case the card is lost, a duplicate card may be issued to a reader on his applying on the prescribed form and on payment of a fee of Rs. 3 (Rupees three only). The reader will be responsible for any misuse of his/her lost card. A fresh application complete in all details, in the prescribed form, will be necessary for the renewal of the expired card.
5. Persons wishing to make use of the Reading Room for mere reference may be admitted on the grant of a "Temporary Card" holding good for a maximum period of one week.
6. Membership cards shall be shown at the gate, and again, if required, to any member of the staff.
7. Not more than four books against permanent card and two books against a "Temporary Card" will be issued to readers. In case of serials not more than four bound volumes or one year's loose issues will be issued.
8. A reader wishing to use a book beyond one day could have it "kept out" for a maximum period of one week.
9. No one shall remove from the Reading Room any book belonging to the Library.
10. Tracing is forbidden.
11. Publications which owing to their bulk or the brittle condition of their papers or for any other reason cannot be safely given for consultation in the Reading Rooms, shall be supplied only at the discretion of the Assistant Librarian, Reading Rooms.
12. Publications, the paper for which has become brittle, shall not be consulted under a fan.
13. Umbrellas, sticks, parcels, bags, printed materials, xeroxed and non-book materials shall not be taken into the Reading Rooms but should be deposited at the counter at the gate of the Library and a number token taken for them. Readers shall not take into the Reading Rooms their own books without the special permission of the Assistant Librarian.

14. Persons found mutilating the pages of books or periodicals or otherwise damaging them shall have to make good the loss and they shall be debarred from the use of the Reading Room in future.
15. Readers found violating any of these rules, or misbehaving in any way, or disturbing other readers by conversation or otherwise, shall not be allowed to remain in the Reading Room, and their cards are liable to forfeiture.
16. Any change of address during the validity of the Reading Room card should be notified to the Assistant Librarian, Reading Rooms immediately.
17. In case a reader abstains from using the Library during the validity of this Reading Room card, he may surrender the card to the Assistant Librarian.

Footnote to Rule 3:

The under mentioned persons are eligible to get cards in their own names without producing any reference, and to recommend others for the same purpose. It is to be understood that no recommendation shall be made except on behalf of a person personally known to the recommender :-

1. Members of the Central and State Legislature.
2. Councillors and Aldermen of the Corporation of Kolkata, and the Chief Executive Officer thereof.
3. Members of District Boards.
4. Municipal Commissioners.
5. Advocates and Solicitors.
6. Fellows of universities.
7. Principals and Professors of Colleges and Members of the Teaching staff of the Universities (in case of students only).
8. Gazetted Officers.
9. Honorary Magistrates.
10. Headmasters of recognised High Schools (for teachers working under them only).
11. Editors of Leading Papers and Periodicals.
12. Registered Medical Practitioners.
13. Directors and Managers of the Public Limited Companies (for their employees only).
14. Permanent Members of the superior Staff of the National Library.
15. Members of recognised professional associations.
16. Members of the Board of Secondary Education.