

ASSEMBLY LIBRARY RULES
AND
LIBRARY FACILITIES FOR
STUDY & RESEARCH
1976



As approved by the
Library Committee on
8th December, 1976

ASSEMBLY SECRETARIAT
DISPUR, GAUHATI-6

ASSEMBLY LIBRARY RULES
&
LIBRARY FACILITIES FOR
STUDY & RESEARCH

Library, Research and Reference Section,
Assembly Secretariat,
Dispur, Gauhati—6

ASSEMBLY LIBRARY RULES

Short title and commencement. 1. These Rules shall be called the Assam Legislative Assembly Library Rules and shall come into force ¹[at once] from the date of publication in the official Gazette.

Definitions. 2. In these Rules :—

²[(a) 'Assembly Library' hereinafter referred to as the 'Library' means the Library of the Assam Legislative Assembly, Dispur, Gauhati-6].

(b) 'Member' means a member of the Assam Legislative Assembly.

(c) 'Secretary' means the Secretary to the Assam Legislative Assembly.

(d) 'Assembly' means the Assam Legislative Assembly.

Section of Library. ³[3. The Library shall offer facilities for study and research and also arrangements for lending books to members of the Assembly:

Provided that a reference section of the library will be maintained under the charge of the Deputy Secretary, in-charge of the library in the Assembly building for facilitating issue of such books to the members for use in the House during the Session. The Deputy Secretary shall receive back the books so issued immediately after the adjournment of the House].

Working hours. 4[4. (a) The Library shall remain open during the inter-session period on all working days except Saturdays and holidays between 10 a. m. and 4-30 p. m. on Saturdays it will open between 10 a. m. and 1-30 p. m.]

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1. Adopted by amendment on 18th June, 1975
 2. Adopted by amendment on 18th June, 1975
 3. Adopted by amendment on 18th June, 1975
 4. Adopted by amendment on 18th June, 1975

(b) During Sessions of the Assembly its working hours will change according to the exigencies of the requirements.

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Use of the
Library.

5. The Library is intended for the exclusive use of the Members :

2[Provided that no person except the members shall be entitled to use the Members Reading Room] :

Provided 3[further] that when any book is needed by any officer in connection with his work for the Assembly special permission may be given by the Secretary specifying the time within which the book must be returned.

Admission
to the
Library.

4[6. The following classes of persons, however, may be allowed to utilize the books, reports and other publications stacked in the Library for the purpose of study and references namely]:

- (a) all members of the Parliament representing the State of Assam ;
- (b) officers and staff of the Assam Assembly Secretariat ;
- (c) Officers and heads of the Departments of the Government of Assam and Central Government officers authorised by the Secretary, Assam Legislative Assembly ;
- (d) Subject to the Assembly Library Rules 5[bonafide Research Scholars carrying on research as may be authorised by the Secretary with the approval of the Speaker. Such permission shall, save in exceptional cases, be accorded only during the inter session period] ;

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1. Omitted by amendments adopted on 18 h June, 1975
 2. Inserted new proviso on 18th June, 1975
 3. Inserted new on 18th June, 1975.
 4. Revised and adopted on 8th December, 1976
 5. Revised and adopted on 8th December 1976.

- (e) accredited Press Reporters or Representatives of newspapers [admitted to the Press Galery of Assam Legislative Assembly as may be authorised by the Secretary with the approval of the Speaker during session].

Restrictions
in using the
Library.

7. The use of the Library shall be subject to the following restrictions:—

- (a) silence shall be strictly observed in the Library;
- (b) sticks, umbrellas, newspapers, books, boxes and other receptacles and such other articles as are prohibited by the Library Staff shall be left at the main entrance;
- (c) smoking in the Library is strictly prohibited;
- (d) no person shall write upon, underline, make any mark, or in any other manner deface or damage any book, manuscript or map belonging to the Library;
- (e) persons using the Library shall, before leaving it, return to the Librarian or his assistant the books, manuscripts, maps or papers which they had taken for reference.

Issue & re-
turn of book

8. (1) Books may be issued from the Library on loan at a time for a period not exceeding fifteen days, but under no circumstances shall any book remain with the Member for more than one month

2[(2) Not more than 3 books shall be issued on loan to a Member. However, in special circumstances a member shall be entitled to borrow additional two books during the Session for a period of seven days. The librarian shall be responsible for the return of books to the library after the expiry of the aforesaid period :

Provided that during inter-session period Member shall be entitled to take more than 5 (five) books with special permission from the Secretary in writing].

(3) In the event of a book or other publication issued on loan being required for any important or urgent purpose or reference the Librarian 2[or the Deputy Secretary in-charge of the library as the case may be,] may recall it at any time and they shall be returned by the Member.

1. Revised and adopted on 8th December 1976.

2. Adopted and inserted new section and provision on 18th June, 1975

Book issued
to be
registered.

9. Any Member requiring a book or other publication which has been issued may get his name registered with the Librarian in a Register kept for that purpose, and it shall be the duty of the Librarian to supply such books or other publications to Member in order of priority.

Mode to re-
cover the
replacement
Cost of pub-
lication.

10. If a book(s) or other publication(s) is not returned to the Library after the expiry of the date on which the book(s) or publication(s) was/were due for return in terms of Rule 8, the Librarian shall issue a reminder to the Member concerned as prescribed in Schedule I to return the same. If, after a lapse of reasonable period of time, the book or publication is not returned, the Deputy Secretary incharge of Library shall issue the Second reminder giving the Members 15 days time to return the book.

If book or publication is not returned within the date prescribed in the second reminder issued it shall be presumed that the book or publication is lost and steps taken to recover the replacement cost from the Member concerned as indicated below.

Serial No.	Publication	Cost to be recovered
(i)	Indian book/publication printed during the last five years.	1½ times the original price.
(ii)	Indian book/publication printed more than five years back.	Double the original price.
(iii)	Indian book/publication which is "out of Print".	Five times the original price.
(iv)	Foreign publication printed during the last five years.	Double the original price.
(v)	Foreign publication printed more than five years back.	Three times the original price.
(vi)	Foreign publication which is "Out of Print"	Five times the original price.
(vii)	Indian or foreign publication for which price is not available.	00.20 paise per page.

Provided that if the actual replacement cost of the book publication exceeds the cost arrived at on the basis of the above formula, the actual replacement cost will be recovered from the member].

Book damaged.

11. (a) Members shall be responsible for any damage done to the books or other property belonging to the Library and shall be required to replace such books or property damaged or to pay the requisition charges thereof.

(b) When borrowing a book the Member shall satisfy himself that the book lent to him is in good condition. If it is not, he shall immediately bring the matter to the notice of the Librarian or in his absence, the person in-charge of the Library lest he be held liable for the damage.

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Certain categories of books and periodicals not to be issued.

12. (1) Encyclopaedias, Dictionaries, Directories Year Books, Atlases, Periodicals, Books on Art, Painting and other Illustrated Books, Rare Books, Book in Volume, Books out of Print, Books of Reference, Costly Books, Files of Newspapers (current and back numbers), Books in bad condition shall not be issued on any pretext whatsoever.

(2) Books and Reports pertaining to a Bill or Resolution or other matter which is either under discussion or is to come up before the House may not be loaned from the Library so long as the matter is pending consideration before the House.

(3) No new books or other publications shall be issued to Members till after a month of their having been displayed in a separate shelf marked "New Arrivals". Each new addition shall bear the date upto which it would be on display.

Books may be issued to Members on authorisation.

13. In case a Member is unable to come to the Library himself he may obtain books, reports, etc., on loan through an authorised agent.

Loan Register.

14. A 'Loan Register' shall be kept in the Library in addition to a Pass Book to be kept for each Member by the Librarian.

Physical verification of the Library.

15. There shall be a physical verification of the stock immediately ²[before six month of dissolution of the House] or at any time if it is considered necessary by the Library Committee or the Speaker and during that period no book shall be issued.

Suggestion Book.

16. A suggestion book shall be kept on the Library welcoming suggestions from the Members of the Legislature for the improvement of the Library.

Stranger not accessible to the Library.

17. Subject to other provisions of these Rules no stranger shall have access to the Library.

1. Omitted by amendment adopted on 8th December, 1976.
2. Revised and adopted on 8th December, 1976.

LIBRARY FACILITIES FOR STUDY AND RESEARCH

1. The Library facilities are extended to the Members of the Assam Legislative Assembly desirous of intensive study, research and preparation of any paper of any subject.
 2. The Library facilities for this purposes would be in the nature of providing exclusively a set of chair and table with drawers and books on the subject of study.
 3. The number of tables at present provided being limited, this would be allotted on the basis of priority of intimation and subject to availability of seats.
 4. The seats would be allotted to a Member at a stretch for a period not exceeding one week at the first instance and if there is any demand and the nature of study requires further time, the time may be extended.
 5. The Members shall intimate the Librarian in writing the subject of his research and the number of days he would want the seat and the names of the books required for the purpose.
 6. The Members will get all sorts of assistance from the Librarian and the staff of the Librarian in the pursuit of their study.
 7. On receipt of intimation from a member the Librarian will make necessary arrangement for allotment of seat and also make the books available as required by the Member.
 8. The study room may be used by the Member from 7 a. m. to 9 p. m. and also on holidays on prior intimation to the Librarian the chowkidar will keep the rooms open.
 9. No persons other than Members and staff on duty shall have access to the study and research room.
 10. The persons who are not allowed seats will not be allowed to use the study room and no outsider shall have any access to the study room.
- 1[x x x]
12. If any book is urgently required by the House, the Speaker or any Legislative Committee, such books shall be returned to the Librarian immediately. But the same would be made available to the Member when the purpose for which the book is taken is fulfilled.

13. Though under the normal rules a member is entitled to have 2 books at a time for the purpose of study, this rule would be relaxed according to the necessity and the type of research work, but the members shall be responsible for the safe custody of the books lent to him for this purpose.

14. The books which are not allowed to be lent may not be taken out of the research room.

15. Notwithstanding anything contained hereto before books of reference which are not permitted to be taken out of the Library will be made available to the Member in the Study Room but will be lent to the Member only for the purpose of being used in the Study Room and this should be again returned to the Librarian when he leaves the room for the day.

P. D. BARUA,
Secretary,
Legislative Assembly, Assam.

Schedule— 1

SUBJECT:—Return of Books, Reports, Acts, Rules, Publications etc.

The undermentioned Book (s)/Report (s)/Act (s)/Rule(s)/Publication(s) was/were issued to Shri/Smti..... on the date noted against each. The normal period of loan is two weeks. The Book (s)/ Report (s)/Act (s) Publication (s) is/are now overdue. It is requested that Book (s), Report (s), Publication (s), mentioned below may kindly be returned to the Assembly Library on or before.....

To

Librarian

.....

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Acc.

No.

Title

Date of issue

Adopted and inserted the schedule on 8th December, 1976.