

Circulation Rules for NFLIC

1. In order to avail the facilities and services of the National Forest Library one has to be its member. The Following categories of membership are available :

- a. **Internal Members:** All forest officers, scientists, faculty, student, research scholars and other official of ICFRE, FRI and FRI Demand University constitute internal members of the National Forest Library.
- b. **Associate Members:** Officers, faculty, trainee officers of IGNFA, SFS College and FSI make up the associate members.
- c. **Special membership (Amendments, 2019)**
 - i. **Working and Retired officers:** All working and retired officers of Union and State Govt. and Public Sector Undertakings will be entitled for special membership of the library. The applicants for the special membership will be required to fill up the prescribed form and get them introduced by an officer/ scientist/ regular employee of the ICFRE/FRI, who shall be responsible for the safety and security of the issued documents. However, the Chief Librarian being satisfied after examining individual cases would make such officers special member. In case the introducer repatriates/ retires or leaves the ICFRE/FRI, fresh introduction will have to be furnished by the special member. The special member under this category will be entitled for issue of four books at a time. Special members are required to pay a non-refundable amount Rs. 5000/- and Rs 5000/- refundable security money.
 - ii. **Non-Government organizations (NGOs)-** The following type of NGOs are entitled for the special membership of the library:
 - a. **NGOs with whom ICFRE/FRI has signed a MOU:** The NGOs with whom FRI/ICFRE has signed MOU are required to pay a non-refundable amount of Rs. 5000/- and Rs 5000/- refundable security money for becoming a special member of library. The NGO would be introduced by the Director, FRI or concerned MOU signatory of ICFRE/FRI.
 - b. **The registered NGOs working in the field of forestry environment, rural development and related field and with whom no MOU has been signed by ICFRE/FRI:** In case of the registered NGOs with whom no MOU has been signed, will also be entitled for special membership of the library. Those NGOs will have to be introduced by an officer/scientist/regular employee of the ICFRE/FRI who will be responsible for the safety and security of the issued documents. The NGO will pay a membership non-refundable fee Rs. 10,000/- and Rs. 10,000/- refundable security money for the period of five years. The NGOs so registered as special members, will be required to furnish a certificate every year from January to March certifying that they are still in the field, failing which the membership of the NGOs shall be liable to be cancelled and the security amount would be forfeited. In case the NGO wished to renew the membership, after the cancellation of the membership, a fresh deposit of non-refundable Rs. 10,000 and Rs. 10,000/- refundable security money shall be deposited for the renewal. The NGOs will also submit an attested copy of their registration along with the application on a prescribed proforma. The NGO will be entitled for issue of four books at a time.

2. Entitlement for no. of Books to be Issued:

a. Internal Members:

- i. Scientists /DCF and above: 6
- ii. Research Officers, Research Asst.: 6
- iii. Research scholar (JRF, SRF, Research/Project associate, Field/project assistant, Library fellow): 5
- iv. Student of Deemed University: 4
- v. Technical staff: 2
- vi. Other staff: 2

b. Associate Members:

- i. Officers, Faculty of IGNFA, SFS College & FSI: 5
- ii. IFS and SFS Probationers: 4

c. Special Members:

Up to 4 books on a life time non-refundable deposit of Rs. 5000/- and Rs 5000/- refundable security money.

d. Academic/Research Institutions (Inter Library Loan):

Up to 2 books at a time can be issued to the institutes outside ICFRE setup on Inter-Library Loan for a period of one month provided that the borrowing institute also reciprocates the facility to ICFRE. However, this limit of 2 books will not be applicable to the ICFRE institutes.

For becoming a member of the National Forest Library one has to apply on prescribed application form. The member will be issued library passbook, which is strictly non transferable.

e. Temporary membership:

- i. **Participants in a training course:** The participants of the training courses organized by the ICFRE/FRI can also avail of the library borrowing facility, for the duration of the training course, as temporary members. The director/ coordinator of the course, who would ensure timely return of the issued books, shall introduce the participants. The participants will be entitled for issue of two books at a time
- ii. **Consultants:** The consultants, who have been engaged by the ICFRE/FRI, can also become temporary members for duration of their consultancy. The consultant will be introduced by the head of the directorate of ICFRE/ Director FRI. The consultant would be entitled for issue of four books at a time.

3. Books can be borrowed in the manner prescribed for home use for a specified period from the Circulation Department during the working hours of the Department and must be returned on or before the date marked on the 'Date Slip' of the book.

4. The following types of material shall not be issued for home reading:

- a. Reference works
- b. Uncatalogued material
- c. Latest issues of journals.
- d. Maps and topographical sheets.
- e. Theses/dissertations.
- f. Rare and out of print documents.
- g. Abstracting/indexing bibliographical periodicals.
- h. CD-ROMs
- i. Any other material which in the option of the Chief Librarian, is not desirable to be issued on loan for its safety and security.

5. **Period of Loan:**

a. Regular membership

S. No	Membership	Entitlement for No. of books	Period
i	a. Research Assistants/Research Officers and above	6	1 Month
	b. Scientist/ DCF and above	6	
ii	Technical and other staff	2	15 days
iii	a. Research scholar (JRF, SRF, Research/Project associate, Field/project assistant, Library fellow).	5	15 Days
	b. Students of FRI University	4	
iv	a. Officers, Faculty of IGNFA, SFS College and FSI	5	1 Month
	b. IFS and SFS probationers	4	
v	Special members	4	1 month
vi	Inter Library Loan	2	1 Month

b. Temporary membership

S. No	Membership	Entitlement for No. of books	Period
i	Consultants engaged by ICFRE head quarters and FRI	4	15 days
ii	Participants in a training course	2	Duration of the course

However, in an urgent need the issued documents can be recalled.

6. Overdue Charges:

Overdue charges on book not returned on due date, shall be payable by the borrowers at the following rates:

1. Delay up to 1 week : Rs. 2/-
2. Delay up to 2 week : Rs. 5/-
3. Delay up to 3 week : Rs. 10/-
4. Delay up to 30 days : Rs. 20/-

If a member delays returning of a book beyond 30 days his membership shall be liable to be cancelled, besides payment of overdue charge as determined by the Chief Librarian.

7. Waiver of Overdue Charges :

In very special cases viz. When the borrower falls sick, deputed on an urgent notice by the higher authorities to leave the headquarters, overdue charges can be exempted/reduced by the Chief Librarian.

8. Loss of Library Passbook:

In the event of loss of the library passbook the user shall immediately report in writing to the Chief Librarian. Duplicate passbook may be issued to the borrower, after through checking in the library records, on payment of Rs. 200/-. If any book is found issued on the lost passbook it shall be the responsibility of the borrower in whose name on the book was issued. To return the book or pay its cost etc, as fixed by Chief Librarian.

9. Loss/Damage of Borrowed Books:

- a. Borrower shall immediately report of the Chief Librarian in the event of loss of book(s) borrowed, which will be suitably dealt with before further book(s) is are issued.
- b. It shall be the responsibility of the borrower to keep the document clean and in good condition while in their custody. If an issued document is damaged, disfigured, marked in by pencil or pen, mutilated or cost, while in the custody of a borrower shall have to pay damages or compensation in term of money.

c. If one volume of a set is issued and is lost while in custody of a borrower, he/she may be liable to replace of complete set. If one issue of a periodical volume is damaged or lost he may be liable to replace the complete volume.

d. The damages or compensation may be equal to one or more of the following amount to be decided by the Chief Librarian:

i. Present cost of the cost of the book at which it was purchased by the library, which ever is higher.

ii. Postage at the rate of Rs. 20/- per volume.

iii. In case of bound volumes, binding cost of the rate of Rs. 50/- per volume.

iv. Overdue charges, if the book id overdue also.

10. Reservation of books:

Borrower may get book reserved for them if the book has been issued to someone else at that time. They will be required to fill in a reservation form with relevant information. When the book is returned it will be reserved for the desirous reader for a maximum or period which will be specified on the intimation which will be displayed on the notice board of the National Forest Library.

11. Cancellation of Membership:

To a member desiring cancellation of library memberships, "No Dues Certificate" shall be issued by the library only when all dues are cleared by the borrower. He/she shall also be required to return the "library passbook" issued to him/her failing which he/she shall have to pay Rs. 200/-