

# FILM & TELEVISION INSTITUTE OF INDIA,PUNE

## LIBRARY RULES

**Library Hours:** 9.30 am to 6.00 pm (Monday to Friday)

9.30 am to 1.30 pm (Saturday)

### Library Membership :

Library membership will be given for **six months** to Film wing students and for **one year** to TV wing students and will be extended only after library over dues are settled. Students are required to take clearance from the library at the time of paying fees every semester.

### Lending Rules:

1. Rare books, periodicals are not issued out for home reading. They can be referred in the Library only.
2. Total 4 books can be issued at a time, out of which card no.1 is to be used for **Reference Book** only.
3. Books will be issued for home reading for 15 days to the students.
4. General books can be renewed twice after the first due date, whereas Reference books can be renewed only once after the due date.
5. Books in heavy demand will be issued by claim system.
6. Books will not be issued unless borrower's cards are deposited.
7. While going out of the Library, readers will show the due date stamped on the books issued to them, to the counter attendant.
8. Members must ensure that the books issued to them are returned or renewed on or before the due date. Notices sent by the library serve only as a reminder and non-receipt of the notices does not absolve

any member from paying fines or other penalties as stated in these Rules.

**Fine:**

9. A fine of Rs.2/- will be charged per book per day for general books and Rs.10/- for reference books after the due date.
10. Fine for the late submission of books will be charged at the time of returning the books and not at the end of the term. Once the fine amount reaches to Rs.500/-, library account will be blocked and concerned student will not be able to use library until fine amount is paid.
11. Fine of Rs.5/- will be charged for loss of each of borrower tickets.

**Loss of Books :**

12. In case any book is lost by the reader, the same will have to be replaced with a new copy or the cost plus surcharge will be recovered as per the table below:

S.No.	Year of Publication	Cost Plus Surcharge to be recovered
1	Prior to 1940	Current publishers price plus 200% as surcharge
2	1940-1950	Current publishers price plus 175% as surcharge
3	1950-1960	Current publishers price plus 150% as surcharge
4	1960-1970	Current publishers price plus 140% as surcharge
5	1970-1980	Current publishers price plus 125% as surcharge
6	1980 Onwards	Current publishers price plus 50% as surcharge

**General Rules:**

13. All the belongings of the readers should be kept at the entrance of the Library.
14. The books issued to readers can be called back at any time by the librarian whenever required and the books should be returned by the readers.

15. Photocopy facility is available on payment basis (limited up to 30 pages) for selected books at Rs.2/- per page, only for library material.
16. No books will be issued as property for shooting. Any type of shooting will be allowed in the library only after permission is granted by the Registrar.
17. Reading Room facility for outsiders and visitors is available on payment of Rs.50/- per day, strictly against prior permission from the Registrar.
18. All the students must sign the attendance Register in the library mentioning the time of arrival and departure.
19. The students should return the books to the library in case of going out of the institute for longer time.
20. Unruly conduct inside the library will be viewed seriously and the matter can be referred to proctor for disciplinary action.
21. Smoking is prohibited in the Library.

Chief Librarian