

Library Access and Borrowing Policy

1. Access to the Library is restricted to users falling within any of the groups specified at Table 1 below.
2. Borrowing privileges in relation to users of any group are restricted to the number of titles and for duration specified against such group at Table 2 below.
3. All users qualifying for borrowing privileges may reserve one title at a time. Reserved titles will be retained for one day. In case of multiple reservations, the reservation will be passed on to the next person in queue on the second day.
4. All users may be required to produce a valid photo-identification upon request by the Library staff. Users may also be required to submit titles for inspection to the Library staff while leaving the Library.
5. All users who have borrowing privileges must produce their Library Cards at the time of checking titles out of the Library. Users qualifying for borrowing privileges (see Table 2) may apply for a Library Card at the library reception.
6. A fine of Rs. 40/- per title shall be levied for each day that title is overdue.
7. Titles checked out may be recalled by the Library at any time with intimation to the user.
8. Failure to return borrowed titles by the due date will result in withdrawal of borrowing privileges for seven days, in addition to overdue fines. Users who are current students of the University may be debarred from end-semester examinations if titles checked out by them are not returned to the Library two weeks before the commencement of end-semester examinations.
9. In case of loss, damage or mutilation of a borrowed title, the user shall be charged the cost of replacement of that title. In such cases users shall have the option of providing a new, exact duplicate copy instead of paying the replacement fee. Failure to pay the replacement fee will result in forfeiture of library deposit, suspension of borrowing and access privileges, debarment from examinations and disciplinary action.
10. Borrowing privileges for any class of users may be partially or completely withdrawn during examination periods. The Library shall post notify such periods upon finalisation of examination schedules.
11. Borrowing privileges are contingent upon continued eligibility and compliance with all borrowing rules and library usage policies. The Library reserves the right to modify or cancel borrowing privileges.
12. Exceptions to this policy may be permitted by the Vice-Chancellor, the Registrar or the Librarian in writing.



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TABLE 1
Access to the Library Available to Following Categories

User Category	Special Conditions
Current Students	
B.A. LL.B. programme	
LL.M. programme	
M.Phil / Ph.D. / LL.D programme	
Diploma and non-degree students	
Faculty and Staff	
Faculty and Adjunct Faculty	
Research Fellows	
Research Scholars	
University Staff	
Guest Faculty	
Others	
Alumni	Upon production of expired NUJS ID
Current students from national law universities*	Upon production of valid student ID
Casual users	Subject to payment of Rs 50/- per day
Corporate users	Subject to payment of access fees as negotiated

Note: For a complete list of national law universities please contact the Library at [●]

TABLE 2
Borrowing of Books

Category	Title Limit	Loan Period	Special Conditions
B.A. LL.B. students	Two	3 days	Reference materials and current periodicals may not be borrowed
LL.M. students	Four	15 days	
M.Phil / Ph.D. / LL.D students	Five		
Faculty and Adjunct Faculty	Ten	20 days	
Research Fellows			
Research Scholars	Five	20 days	
Guest Faculty	Ten	20 days	


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