

NUJS LIBRARY AND INFORMATION CENTRE

Rules for Library Use by Non-Members / Outside Users of WBNUJS

Date: 23rd June, 2016

For Students, Research Scholars, Faculty Members of other national law schools:

- Any undergraduate and post-graduate students, research scholars, and faculty members of any national law schools, which participate in CLAT, can access the library and use its resources in any format – print and digital - within the library premises only. Photocopying, printing and scanning are also permitted as according to the NUJS Library rules. They have to strictly maintain discipline and decorum in the library and to follow all library rules and regulations.



- For getting the permission to access the library the students, research scholars et. al. have to produce in original (or in duplicate for some exceptional cases) their institutional affiliation certificate issued by the appropriate authority (Office of the Vice Chancellor/ Registrar/ Dean /Research Supervisor), copy of their institutional photo-identity card, along with their formal application mentioning their purpose of visiting NUJS Library, intended duration of visit/ stay, area of research interests and whether (for students) they need Library Internship Certificate from the University Librarian. For each entry within the library premise they have to show their institutional photo identity card at the library's security desk.



For Students, Research Scholars and other Professionals affiliated to Universities, Institution of Higher Education other than national law schools/ non-affiliated professionals:

- They would be granted permission on producing an original (or copy as the case may be) bona-fide student/research scholar certificate, issued by the competent authority of the institution they are affiliated with, copy of their institutional photo-identity card along with a formal application mentioning their purpose of visiting NUJS Library, intended duration of visit/ stay and area of research interests. Likewise, professionals have to produce their professional registration details, copy of photo identity card along with their application. Users belonging to this category have to pay a fee of Rs. 50 only per day through Corporation Bank, NUJS Campus Branch. The Details of mode of payment, NUJS A/c No. in which the payment have to be made would be intimated by the library staff once permission is granted. Once the payment is made for a stipulated period, the bank pay-in slip's counterfoil has to be produced to the library staff on duty and their temporary library user slip would be issued by the library staff. Outside users are requested to keep this user slip in their safe custody in case of multiple

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day usage permission. They have to produce the same to the library staff or security staff on each day of her/his visit.

- Library resources - both print and digital, internet access, scanning, photocopying, printing etc. facilities within the library premises can be availed subject to existing library rules and regulations. Maintaining sanctity and decorum within the library is expected from the outside users.

N.B. : It is advised to keep one's belongings and valuables in one's own custody. Outsiders can also opt for library locker facility within working hours. In case of misplacement /loss of any article, book or gadget the Library should not be held responsible.


University Librarian