

RULES & REGULATIONS

- The CCL follows an open access system.
- Library's Database search services are free of charge based.
- While entering the library, readers should leave their personal belongings, such as bags, brief-cases, personal books, and parcels near the counter reserved for this purpose.
- Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.
- Readers leaving the library should allow the library/security staff to examine their personal belongings. For security reasons, frisking may also be resorted to, in specific circumstances.
- Readers should maintain peace in the library and should not disturb other users in any way.
- Smoking and talking on mobile are strictly prohibited inside the library.
- Readers should not deface, mark, cut, mutilate or damage library material in any way. If anyone is found doing so, he will be charged the full replacement cost of the material.
- In case of the books taken on loan are lost/not returned, then the appropriate cost of replacing the books shall be borne by the borrower.
- Library's computing facilities and database access is meant only for Faculty, Members, Students and Research scholars.
- Using computers for emails/Facebook and any other social networking sites is prohibited.
- No refreshments or foodstuff of any kind shall be allowed inside the library.
- Keeping in mind that the library is a place of individual study and research, members should maintain an atmosphere of dignity, peace and silence within the library premises.
- Members should keep the library informed of any change of address and contact details during the period of their membership.
- Suggestions for purchasing books and other materials and improving the library services are welcome.
- The librarian has the power to cancel the tickets and refuse admission to anyone who violates the rules and regulations of the library or indulges in any other type of misconduct.

Borrowing Entitlement

- Books can be borrowed against library card issued by CCL to the borrowers.
- The library card is non-transferable and their loss should be immediately reported to the nearest police station and the library. It is the holder of the library card who is responsible for any loss to the library due to the misuse of his/her library card. A fee of Rs.50/- will be charged for issuing a duplicate card. Duplicate card will be issued only once in a year.


Particulars	Issue Period	Cards Allotted	Book To Be Issued
Faculty	OneMonth (Renewable)	Two cards	Two Books
Members	Four Weeks	One Card	One Book
Students	Two Weeks	One Card One Reading Card	One Book One Book for Reading Room
Staff	Two Weeks	One Card	One Book
President, Vice-President, Council Members, Secretary, Committees, HOD, Nucleus Libraries	As Per Demand		As Per Demand

Note : One book issued on one card

Note:- Journals, Magazines, Cds, DVDs, Institutional Publication, Bound Volume of Journals, Reference books, Books not on loan can be referred in the library premises only.

Library Services

Circulation Services : Library provides books, E-Resources, Publications and Newspaper, Online Article, ITR cases, CTR cases, Databases worksheets to Members, Faculties, Students, Staff , etc as per their entitlement according to library rules.

- The borrower may return or renew the book on or before the due date. For renewing, presentation of the material along with the booklet/tickets is necessary. Renewal is not permitted if a demand is pending for the material.
 - The librarian can recall material any time after issue.
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- If a book is not returned to the library when due, the borrower will be fined Re.2/- per day per volume. For books overnight borrowing only, the overdue fine will be Rs.10/- per day. Overdue fines can be paid in cash against receipt at the Library counter.
- A borrower(ICAI-Staff) going on leave with or without salary, deputation, study leave, or extraordinary leave, will have to return all borrowed material before leaving the station.

Liberty Library Software: Library have well versed library software which provide information of available books in Central Council Library as well as EIRC,SIRC,WIRC,CIRC,CCL62 library also, even all our regional libraries through webnable liberty software. Liberty software also work as Digital library software.

Web OPAC: The entire Library collection including books, journals, etc. can be searched through the web enabled Online Public Access Catalogue (OPAC). Users can access the OPAC to find out the real-time availability of library materials from their own computer terminals.

Photocopying: Photocopying facility is available in the Library on demand basis during normal working hours. However, photocopying of library materials should be done strictly according to the copyright regulations. Library will not be responsible for any copyright violations. Whenever in doubt, one should consult the library staff for clarifications.

