

LIBRARY RULES

1. Parliament Library is intended for the exclusive use of Members of Parliament and Officers of the Secretariats of both Lok Sabha and Rajya Sabha. With a view to facilitate optimum use of collection, the Library is also open to former members of Parliament, media persons accredited to press gallery, bonafide research scholars from India and abroad, personal staff of members/former members of Parliament, Members and Staff of Legislative Assemblies and Foreign Legislators, Officers of Central/State Government/ Public Undertakings and Statutory Bodies, Indian and Foreign Press Correspondents etc.

2. The use of Parliament Library for the purpose of study by personal staff of members of Lok Sabha or bona fide research scholars requires special permission in writing from the Secretary-General, Lok Sabha or an officer designated by him for the purpose. In the case of members of Rajya Sabha, Secretary-General, Rajya Sabha may grant such permission. The Secretary-General, Lok Sabha or Secretary-General, Rajya Sabha, as the case may be, may grant permission if he is satisfied that a particular person is actually required to assist a member for collecting information which may help him in the efficient discharge of his duties as a member. The pass may however be issued for a limited period not exceeding three months, depending upon the nature of project undertaken.

3. Library facility is extended to PAs/PSs to members of Parliament for a period of one week only, subject to its renewal for one more week during Session periods. However, during inter-session periods the Library passes may be issued for a month. PAs/PSs to members are issued General Entry Passes by Parliamentary Notice Office (PNO) and in order to ensure that only genuine PAs/PSs to members make use of the Library, the facilities may be extended to only those PAs/PSs to members, who are holding General Entry Passes issued by the PNO.

4. (a) In case of Research Scholars, the application form for seeking permission to study in the Library, should be submitted along with recommendation letter from respective University/Guide/ Organization, valid identity proof i.e Voter Id/Aadhar Card/Passport and Police Clearance Certificate, that can be obtained by the applicants from their nearby Police Station. The pass will be issued for one month after submission of all the above mentioned documents. The facility can be extended up to 3 months on monthly

basis, after a written request is received from the user for the same, provided the Library in charge certifies that the Library is extensively being used by him/her, failing which extension can be denied.

(b) Parliament Library is now open for the various categories of users including for the general visitors. For this, a facility of online booking has been made available on the Parliament Library website through the e-portal - **“Parliament Library - Online Application portal for Entry”** at the following web address:-

<http://parlibindiaentrypass.nic.in/>

(c) The General Visitors are given access in slot of one hour each in a day (with two slots at designated time in a day; one in forenoon and one in afternoon). They are required to upload their identification documents, after verification of which, they would be allowed an entry.

(d) Research Scholars, Academicians, Teachers, and Professors; and Media persons accredited to Lok Sabha/Rajya Sabha may also apply through the above mentioned e-portal after carefully following the respective instructions.

5. Research scholars who are granted fellowships by the Lok Sabha Secretariat on subjects of Parliamentary interest may be given access to the Parliament Library during Session as well as Inter Session periods on a specific request by Parliamentary Research And Training Institute For Democracies (PRIDE, erstwhile BPST) to have access to the Parliament Library for consulting the Parliamentary debates and other relevant documents pertaining to their fellowships.

Permission for the use of Library in cases mentioned at (4) & (5) shall be subject to the following conditions:

(i) No books, periodicals or other documents shall be taken out of the Library and no person shall handle books etc., in stack room, or in almirahs, racks and book cases etc. The books required shall be supplied by the Library staff and these shall be returned before leaving the Parliament Library.

(ii) The issue or withholding of any book, report, record etc. of the Parliament Library even for consultation shall be at the discretion of the Additional Director incharge of the Library.

(iii) No clerical or typing assistance shall be provided.

(iv) Timings for study shall be decided by the concerned Additional Director.

6. Library facilities may also be provided to the Press Correspondents accredited to the Press Gallery subject to similar conditions as are applicable to the personal staff of members and research scholars under Rule 2 above.

7. Former members of Parliament may borrow books from the Library on depositing a security of Rs. 2500/- with the Bills and Payment Branch of the Lok Sabha Secretariat.

8. Retired senior Officer from the level of Directors and above of Lok Sabha / Rajya Sabha Secretariat may borrow books initially for three years on depositing a security of Rs. 10,000/- with the Budget and Payment Branch of the Lok Sabha Secretariat.

9. (a) All the officials of Parliament irrespective of pay grade are allowed to use the Library facilities. The usage of Library facilities by all the officials of Parliament irrespective of pay grade is limited to issuance of books only. Books borrowed by officials during the inter-session period shall be returned to the library before the commencement of the session.

(b) Library facilities may also be extended to Security Personnel of CAPF/Delhi Police/NDRF etc. posted in Parliament House Complex subject to following conditions:

- (i) The applications of Security Personnel of CAPF/DP/etc shall be routed through the office of JS(Security).
- (ii) Books shall be issued for a period of one week only.
- (iii) Not more than 2 books shall be issued at a time.
- (iv) JS(Security) may ensure that the Security Personnel of CAPF/ Delhi Police/NDRF etc. posted in PH Complex obtain No Dues Certificate from Parliament Library before releasing their last payment due to them.
- (v) In addition to these, the Library Rules in general shall also apply to them.
- (vi) The usage of Library facilities shall be limited to issuance of books only. Books borrowed by officials during the inter-session period shall be returned to the library before the commencement of the session.

(c) Research Associates joining the R&I Service of Lok Sabha Secretariat for a period of two years may avail library facilities under following conditions:

- (i) Books shall be issued for a period of one week only.
- (ii) Not more than 4 books shall be issued at a time.
- (iii) Research Associates Coordinator would ensure that the Research Associates obtain No Dues Certificate from Parliament Library before releasing their last payment due to them.
- (iv) In addition to these, the Library Rules in general shall also apply to them.

10. The Library shall remain open from 1000 hours to 1800 hours on all working days during the Inter-session periods. During the session periods, the library will remain open from 0900 hours to 1900 hours or till half-an-hour after the rising/adjournment of both the Houses, whichever is later. During session period, Library will also remain open from 1000 hours to 1400 hours on Saturdays, Sundays and other closed holidays except on three National Holidays and Holi.

11. All requisitions for the issue of books and other publications shall be made on the prescribed form. Not more than one book/publication shall be entered on each form.

12. Ordinarily, not more than two books and two other publications (including volumes of a book or other publication) shall be issued on loan at a time to a member.

13. (a) On the termination of a Session, books and other publications borrowed by a member shall be returned to Parliament Library before he leaves the station. Members staying in Delhi shall be able to make use of the Parliament Library, as usual.

(b) No book or other publication loaned to a member shall be taken out of Delhi.

14. The books and other publications borrowed from Parliament Library shall be retained for not more than Thirty days but this period may be extended by seven days if the request for renewal is made in advance and provided these are not in demand.

15. In the event of a book/publication on loan being required for any important or urgent purpose, the same may be recalled at any time and such a book/publication shall be returned by the member within 24 hours.

16. Any member requiring a book or other publication which is issued out, may get it reserved for him at the Circulation Counter and such a book/publication shall be issued to the member in the order of priority, as soon as it is received back.

17. (a) In no case, shall a member keep any book or other publication for more than 15 days during Session period or 30 days during non- session period. No additional book or any other publication may be issued to a defaulting member till the outstanding book/publication is returned to Parliament Library. Books may be got reissued, if there is no demand from other users of the Parliament Library for those books. For this purpose, the books shall be returned physically at the Books Circulation Counter and got reissued after a week.

(b) Books/reports/publications that are required by members are kept for them at the Circulation Counter for a period of two weeks only. At the expiry of the two-week period, these books/reports/publications shall be restored to the shelves, if no further extension is asked for.

18. If a book or other publication is not returned to the Parliament Library after the expiry of its due date, it will be presumed lost and steps taken to recover the cost from the member concerned as indicated below:-

S.No.	Publication	Cost to be recovered
(i)	Indian book/publication printed during the last five years.	Double the original price
(ii)	Indian book/publication printed more than five years back.	Three times the original price.
(iii)	Foreign publication printed during the last five years.	Double the original price.
(iv)	Foreign publication printed more than five years back.	Three times the original price.
(v)	Foreign publication which is "Out of Print"	Five Timethe original price.

(vi)	Indian book/publication which is “Out of Print”	Five times the original price.
(vii)	Indian or Foreign publication for which price is not available.	1 rupee per page.

19. Encyclopedias, dictionaries, directories, Year Books, atlases, periodicals (current as well as old issues), books on art, painting and other illustrated books, rare books, books which are out of print, reference books, newspapers (current and back numbers), press clipping folders (current and old ones), serials, reports and books in damaged and brittle condition shall not be issued out. Such books/publications/folders shall be made available for consultation in Parliament Library premises only.

20. No new book or other publication shall be issued to members till after a week of their having been displayed in a separate shelf marked “Latest Arrivals”. Each new addition shall bear the date upto which it would remain on display.

21. Marking of any kind, underlining and writing on books or other publications is strictly forbidden.

22. Publications pertaining to a Bill or Resolution or any other matter which is either under discussion or is to come up before either House immediately shall not be issued so long as the matter is pending consideration before Parliament.

23. From the time books or other publications are issued and until they are returned to Parliament Library, the borrower shall be responsible for their proper maintenance and in the event of any damage or loss, the borrower shall be required either to replace the book/publication or to pay up their replacement cost at the rates prescribed in these Rules.

24. Pass Books shall be maintained at the Circulation Counters of Parliament Library in respect of members of Parliament for the issue and receipt of books/publications. When a book/publication is issued, the member shall sign in the relevant column of the Pass Book in token of having received the book/publication. While returning the books/publications, the Library staff on duty at the Circulation Counter shall sign the Pass Book in token of having received back the book/publication.

25. In case a member is unable to come to the Parliament Library himself, he may obtain books on loan through his Private Secretary/Personal Assistant subject to his furnishing a letter of authority, in the prescribed form. The members shall, however, be personally responsible for the safe custody of the books and their return.
26. Users of Parliament Library shall observe strict silence, while in the Library premises.
27. Smoking in any part of Parliament Library and taking of meals and/refreshments in the Reading Rooms are strictly prohibited.
28. No stranger shall be admitted into any sector of the Parliament Library unless accompanied by a member or an officer of Parliament.
29. Suggestions for the purchase of new books, periodicals and newspapers shall be made on the prescribed form available at the Circulation Counter.
30. Regulation of entry to Parliament Library premises shall be subject to such orders and instructions as may be laid down from time to time.
31. The officials will be allowed to get all the books issued which are permissible under the Library Rules. The Parliament Library Officials will ensure that books which are frequently used by the Members will not be issued to them.
32. In case, any book is required by the Hon'ble Members and has been issued to the officials, then the Parliament Library Officials will ensure to get the book back within 12- 18 hours from the officials by immediately contacting him.