

ODISHA LEGISLATIVE ASSEMBLY LIBRARY RULES

1. These rules may be called “The Odisha Legislative Assembly Library Rules”.
2. In these rules, unless repugnant to the context :-
 - (a) “Library” means the “Odisha Legislative Assembly Library”.
 - (b) “Research Wing” means the “Research Wing of the Odisha Legislative Assembly”.
 - (c) “Assembly” means the “Odisha Legislative Assembly”.
 - (d) “Member” means a member for the time being of the Assembly.
 - (e) “Secretary” means the Secretary to the Assembly and includes any person for the time being performing the duties of the Secretary.
 - (f) “Speaker” and “Minister” have the meaning assigned to them in the Constitution of India.
 - (g) “Book” includes “book and document” printed or manuscript, picture, map and other publication of any description belonging to the Library and may consist of more than one part of Volume.
 - (h) “Signing” the “Issue Register” and “Pass Book” means adding authority to the entries in the Issue Register and the Pass Book by the person whom a book is or books are lent out by putting his signature against the entries.
 - (i) “Suggestion Book” means a register in which suggestions for purchase of new books, periodicals or any other publication, as also for the general well-being of the Library may be made by the members of the Assembly; and
 - (j) Any other word or words not defined in these rules shall have the meanings ordinarily assigned to them.
3. The Assembly Library is intend for the exclusive use of the Members, officers and staff of Assembly.
4. Constitution of the Odisha Legislative Assembly Library Committee;

At the commencement of each Assembly or from time to time the Speaker may nominate such number of members as deemed proper to the Library Committee in order to advise on the proper working and development of Library and Research Wing.
5. The use of the Library for the purpose of study by the personal staff of members of the Assembly or *bona fide* research scholars requires special

permission in writing from the Secretary. The Secretary may accord permission if he is satisfied that a particular person is actually required to assist a member for collecting the information which may help him in the efficient discharge of his duties as a member or that a *bona fide* research scholar is required to consult documents or books that cannot be found elsewhere. In the case of research scholars such permission shall be accorded only during the intersession period on submission of particulars in the prescribed form.

Permission for use of Library in such cases 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 almirah, racks and bookcases etc. The books required shall be supplied by the Library staff on requisition and these shall have to be returned before leaving the Library.
 - (ii) The issue or withholding of any book, report, record etc. of the Library even for consultation, shall be at the discretion of the Librarian.
 - (iii) No clerical or typing assistance shall be given.
 - (iv) Timing for study shall be decided by the Librarian subject to the convenience of members.
6. The present and former members of Parliament representing the State, former members of the Assembly and the Ex-officers of the Assembly Secretariat may borrow books from the Library on depositing a security of Rs.200/- with cash section of the Assembly Secretariat. They cannot borrow more than one book at a time. The Security deposit can be withdrawn on application after which no book shall be issued to them.
 7. The Library shall remain open on all working days from 10.00 to 17.30 Hrs. During the period when the Assembly is in Session its working hours shall be varied in accordance with the exigencies of the requirement. Normally the Library should remain open till the sitting of the House is over during its session.
 8. All requisitions for the issue of books and other publications by the members themselves or persons authorized by them shall be made to the Librarian on written request.

9. Not more than three books shall be issued on loan at a time to any member other than these described in rule 6.
10. A book taken out on loan may be retained for a period not exceeding one month from the date of its issue.
11. Reminders for the return of a book or books shall be issued by the Librarian to the persons who fails to return the same in due time at intervals of fifteen days and if a book is not returned within ten days of the third reminder it will be taken as lost and the cost shall be recovered from the person concerned as per the Rule- 14.
12. In the event of a book issued on loan being required for any important or urgent purpose, the Librarian may recall it at any time and such a book shall be returned by the Member within 72 hours. In case the book is not returned, the cost of the Book will be deducted as per the Rule-14.
13. Any member requiring a book or the publication which has been issued may get it reserved for him at the issue counter and such a book shall be issued to the member in the order of priority.
14. In case the book is not returned on demand by the Librarian steps will be taken to recover the replacement cost from the borrower concerned as indicated below :-

Sl. No.	Publication	Cost to be recovered
(1)	(2)	(3)
(i)	Indian book / publications printed during the last five years.	The original price
(ii)	Indian book / publications printed more than five years back.	Double the original price
(iii)	Indian book / publications which is "out of print".	Five times the original price
(iv)	Foreign Publications.	Double the original price
(v)	Foreign Publications which is "out of print".	Five times the original price
(vi)	Indian or foreign publications for which price is not available.	Rs.0.20 paise per page

In case of members, officers and the staff of Odisha Legislative Assembly, the cost shall be recovered from them and failing which, the cost shall be recovered from their monthly salary at the earliest and the steps may be taken immediately for replacement of the books lost:

Provided that if the actual replacement cost of the book exceeds the cost arrived at on the basis of the above formula, the actual replacement cost will be recovered from the member.

15. Encyclopedias-Dictionaries, year-books, atlases, periodicals (Current as well as old issues) books on art, painting and other illustrated books, rare books, books out of print, books of reference; aids of newspapers (Current and back numbers): press clipping folders (current and old ones); serials and books in bad conditions shall not be issued. Such books/publications/folders shall be made available for reference in the Library premises only. In case of doubt about the issue of a particular book the decision of the Secretary shall be final.
16. From the time books are issued until they are returned to the 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 or to pay up their replacement cost at the rates prescribed in these Rules. Provided that marking of any kind, underlining and writing on book shall be treated as damage to the book.
17. Pass books along with the Issue Register shall be maintained at the counter of the Library in respect of members of Assembly for the issue and receipt of books. When a book is issued the member shall sign in the relevant column of the Pass Book and the Issue Register as token of having received the Book. While returning the book, the Librarian or any other officer authorized by him/her shall sign the pass book and the Issue Register as token of having received the book.
18. A daily Issue Register shall be kept in the Library and the name of the every book lent from the Library for reading in the reading room shall be entered therein and the register has to be signed by the borrower. The book so lent has to be returned by the borrower when he leaves the Library or whenever the Library closes for the day whichever is earlier.
19. (i) If a member desires to take a book, report or reference book for a short while for consultation in the House, in the Committee room, in the Chamber of any of the Officers of Odisha Legislative Assembly, in the Chamber of any of the Chairman of the various Committee of the Assembly, in the Chamber of any of the Officers of Odisha Legislative Assembly

Secretariat or in any Minister's Chamber in the Assembly, he may do so by signing the prescribed demand slip.

(ii) The book will be issued after noting down the title, accession number and catalogue number of the book in the indent form and obtaining the signature of the indente.

(iii) A book obtained on demand slip must be returned on the same day before the Library is closed.

(iv) Once all the books obtained on demand slip are returned, the demand slip will be returned to the indente.

(v) If a book obtained on demand slip is not returned on the same day before the Library is closed, such books will be issued after making a note of the same in the Issue Register and pass book and the demand slip will in that event be considered a letter of authority:

Provided that if such a book is a reference book or report or that maximum number of books issued to a member are already standing in the name of that member, the Librarian may call for the book the very next day.

20. In case a member is unable to come to the Library he/she may obtain books, on loan through authorized person, subject to his/her furnishing a letter of authority, in the prescribed form. The members shall, however, be personally responsible for the safe custody of the book and its return.
21. User of the Library shall observe strict silence in the Reading Room and Library.
22. Smoking in any part of the Library/Reading Room and taking meals and refreshments in the reading rooms of the Library are strictly prohibited.
23. Suggestions for the purchase of new books, periodicals and newspapers shall be made in writing in separate register maintained for the purpose in the Library.
24. Regulation of entry to the Assembly Library premises shall be subject to such orders and instructions may be laid down from time to time.
25. There shall be periodical verification of the stock of books in the Library. During the period of verification no books or periodicals shall be issued and this shall be notified on the notice board of the Library and communicated to members individually.

26. Notwithstanding anything contained in these rules, the Speaker may from time to time issue such directions as he considers necessary in the exigency of circumstances.

27. These rules shall be in supersession of existing rules. Notwithstanding such supersession, anything done or any action taken under the superseded rules shall be deemed to have been done or taken under the superseding rules.

Appendix A : Authorisation Form

Appendix B : Library Pass Book for the member and for staff.

Dated the 20th February, 1991

SPEAKER

Odisha Legislative Assembly

APPENDIX-B

Odisha Legislative Assembly Library

Pass Book for issue of books to M.L.As.

Date of issue	Author & Title of the books	Call No. and Acc. No.	Signature of the member	Date of Return	Signature of Receiver
(1)	(2)	(3)	(4)	(5)	(6)

Odisha Legislative Assembly Library

Pass Book for issue of books to members and staff

Date of issue	Author & Title of the books	Call No. and Acc. No.	Signature of the member	Date of Return	Signature of Receiver
(1)	(2)	(3)	(4)	(5)	(6)

**ODISHA LEGISLATIVE ASSEMBLY
(RESEARCH, INFORMATION, LIBRARY & TRAINING (RILT) SERVICE
APPLICATION FORM**

(Under Rule 5 of the Odisha Legislative Assembly Library Rules, 1991

To

**The Secretary,
Odisha Legislative Assembly,
Bhubaneswar.**

PHOTOGRAPH

Sir,

Kindly allow me to consult the Books / Periodicals etc., in the Odisha Legislative Assembly Library for reference in connection with Research work. I promise to abide by the rules of the Library.

1. Name in Full :
(Block Letters)
2. Designation :
3. Address :
4. Profession :
5. Domicile :
6. Subject of Research :
7. Profession :
8. Time required for the :
Research work in the
OLA Library
9. Recommendation of the Introducer:
(a) Name & Designation of the Introducer :
(b) Address :
(c) Signature & Date :
10. Particulars of Books / Periodicals etc. to be
Consulted:

Yours faithfully,

Place:

Date:

Signature of the Applicant

N:B: Period of permission is valid for 6 months, if required fresh application has to be made for permission.

FOR OFFICE USE

Admission Ticket Number

Issue

Allowed

Signature of the Deputy Director (Library)