



The National Assembly Library

Rules and Regulations, 2017

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CHAPTER 1

PRELIMINARY

Title

1. These rules and regulations are the National Assembly Library Rules and Regulations, 2017.

Commencement

2. These rules and regulations come into force on 4th June, 2017.

Application

3. These rules and regulations apply to the Patrons of the National Assembly Library and others as provided under these rules and regulations.

Objects

4. The objects of these rules and regulations are to:
 - (1) Provide access to relevant and credible resources to the Patrons;
 - (2) Ensure that resources available are made appropriate and accessible; and
 - (3) Maintain Library and Library materials properly.

CHAPTER 2

GENERAL PROVISIONS

Categories of Library materials

5. Library materials are broadly categorized into:
 - (1) Reference Books: It include Resolutions of Parliament, Verbatim transcription, Journals, Reports, Magazines, Newspapers, Photo albums, Encyclopedia, Dictionaries, Government Publications and books received as donations or gifts;
 - (2) General Books: It include books other than Reference books; and

- (3) Anything that is stored as reference material in electronic form including CDs, DVDs and electronic books.

Library Timing

6. The National Assembly Library shall remain open on all working hours.

Patrons

7. Patrons of the National Assembly Library shall be:
 - (1) Members of the National Assembly; and
 - (2) Staffs of the National Assembly Secretariat.

Who can Borrow

8. The borrowing of the library materials shall be permitted to Patrons.

Notwithstanding Rule 8, any official or institutions in the country may be permitted to have access to library materials subject to the following conditions:

- (1) The materials shall include only reference materials; and
- (2) The access is sought for institutional purpose or academic research or other authorized purposes as approved by the Secretary General of the National Assembly Secretariat.

Procedure of Borrowing

9. Borrower shall be permitted to borrow any library materials except as provided hereunder:
 - (1) A borrower may borrow up to maximum of five books at a time for a period not exceeding two weeks; and
 - (2) The reference books and anything that is stored as reference materials in the electronic form shall be permitted to access only inside the library and borrowing of these materials are prohibited.

Decorum in the Library

10. Any person while using the Library shall:

- (1) Keep any personal belongings including bags, files and personal books at the designated counter;
- (2) Keep any electronic gadgets in silent mode or switched off;
- (3) Maintain silence at all times;
- (4) Be strictly prohibited from drinking, eating and littering in the library;
- (5) Not move any furniture and equipment;
- (6) Inform the library staff of any damaged materials, equipment or furniture; and
- (7) Leave the library material on the reading table after the use.

Return

11. Borrower shall return the book on or before the expiry of due date unless renewed.

Renewal

12. Borrower may renew the books after every two weeks from the date of issuance and such renewal shall not exceed more than three times.

Reservation

13. Borrower who needs a book that is checked out to someone else may place a reservation request on that book.

14. When the book has been returned, a notice shall be served to the borrower who has requested the reservation and the reserved book will be held at the Circulation Desk for two days after which the book shall be re-shelved or checked out to the next borrower who has made the reservation.

Liabilities of borrower

15. A borrower who fails to return or renew as provided under Rule 11 and 12 of these rules and regulations shall be liable for a fine of Nu. 20.00 or 2% of the price of the book per day for the delayed period whichever is higher.
16. A borrower who possess the books that are overdue shall be prohibited from borrowing another book until the earlier book issued is returned or fines are paid.
17. Failure to return the book by reason of lost or damages, a borrower shall:
 - (1) Replace the book with the same or latest edition of the same book; or
 - (2) Pay double the price of the book recorded in the library; and
 - (3) Pay the over dues for the delayed period.

Duties of Librarian

18. The Librarian shall:
 - (1) Classify the books according to Dewy Decimal Classification (DDC) 23rd Edition;
 - (2) Catalogue the books;
 - (3) Maintain a proper register containing the relevant information for borrowing of books;
 - (4) Maintain a separate register containing the relevant information for any materials received as donations or gifts;
 - (5) Ensure that the books are returned in the same condition as it was issued earlier;
 - (6) Ensure the cleanliness of Library;
 - (7) Ensure that library materials are arranged properly;
 - (8) Be responsible for the loss of library materials from the Library room; and

- (9) Collect fines and penalties from the patrons when necessary and deposit the same to the accounts section of the National Assembly Secretariat.

Weeding

19. In the Library:

- (1) An up-to-date, attractive and useful collection shall be maintained through a continual withdrawal and replacement;
- (2) Replacement of worn out volumes is dependent upon current demand, usefulness, more recent acquisitions and availability of newer editions; and
- (3) The weeding process shall be the responsibility of Library Weeding Committee comprising of :
 - (a) Director as Chairperson;
 - (b) All the Division Heads; and
 - (c) Librarian.

20. The weeding decision shall be subjected to following conditions:

- (1) If the Library material is badly worn out or excessively dirty, the material may be weeded and a decision concerning replacement should be made;
- (2) If the Library material is:
 - (a) Outdated and obsolete information especially on the subjects of computers, law, science, space, health and medicine, technology, geography, travel and transportation;
 - (b) No longer in demand or that it no longer supports the needs of the National Assembly;
 - (c) Uncirculated for five years and not needed for reference or in-house use or of no archival value; and
 - (d) Older editions and they are of no longer use; and

21. Library materials on subject not relevant to the objectives of the National Assembly are also suitable for discarding.

What not to weed

22. The library materials shall not be discarded if:
 - (1) It is a work of historical significance in the field of literature;
 - (2) It has unusual illustrations or the illustrations are made by a renowned Artist;
 - (3) It is a work piece of a local author or illustrator;
 - (4) It is a material published about the community or the country which may be considered archival;
 - (5) It describes local history or personalities; and
 - (6) It is a memorial gift.
23. The weeded Library materials shall be removed from the library's online catalogue within a reasonable time period and shall be re-distributed or discarded as deemed fit

Offences and penalties

24. A person shall be:
 - (1) Warned by the Librarian if a person violates Rules 10 (1), (2), (3), (5), (6) and (7) of these rules and regulations for the first incident, asked to leave the Library if a person repeats for the second time and fined with Nu. 50 (Fifty Ngultrum) if a person repeats thereafter; and
 - (2) Fined with Nu. 150 (Two hundred and fifty ngultrum) per incident if a person violates section 10 (4) of these rules and regulations.

Dispute Resolution

25. Any disputes arising out of these rules and regulations shall be forwarded to the Management Committee of the National Assembly Secretariat for amicable settlement.
26. Any person aggrieved of the decision of the Management Committee may appeal to the Royal Court of Justice for adjudication.

CHAPTER 3 MISCELLANEOUS

Amendment

27. The Management Committee of the National Assembly Secretariat may review and revise these rules and regulations from time to time.

Definitions

28. In these rules and regulations, unless the context otherwise requires:

- (1) **“Borrower”** means patron(s) of the National Assembly Library.
- (2) **“Damage”** mean if any person causes destruction or loss in value or usefulness of library material by reasons of:
 - (a) Rain, dampness, sun, heat, pets, smoking and tobacco products;
 - (b) Negligence when photocopying;
 - (c) Bending corners of pages or using tape, paper clips or other objects;
 - (d) Tearing and folding of pages and
 - (e) Using highlighters, underlining or writing
- (3) **“Fines”** mean the amount of money which a person has to pay for delay in renewal or failure to return the materials borrowed from the library.
- (4) **“General Books”** mean books other than Reference Books.
- (5) **“Reference Books”** include Resolutions of Parliament, Verbatim transcription, Journals, Reports, Newspapers, Photo albums, Encyclopedia, Dictionaries, Government Publications and books received as donations and gifts.