



Tata Institute of Fundamental Research

(An Autonomous Institution of the Department of Atomic Energy, Government of India)
Survey No. 36/P, Gopanpally Village, Serilingampally, Ranga Reddy Dist., Hyderabad - 500046,
Email: tifrlibrary@tifrh.res.in

TIFRH, Library Rules

1. Library Working Hours:

- Library working hours are round-the-clock.
- Library staff are available from 09:30 AM to 6.00 PM on working days.

2. Library Access:

- Access is granted to all members into the library.

3. Bag and Item Storage:

- Bags should be kept in the assigned places.
Important items should not be left in the library, and the library staff are not responsible for any missing items.

4. Prohibited Activities:

- Discussion, eating, drinking, smoking, and the phone calls are strictly prohibited in the library premises.

5. Loan Period:

- Books can be issued for two months for students and three months for faculty members and scientific staff.

6. Books issue procedure:

- To borrow a book, one has to simply remove the book card from the back side of the last cover page, fill in the required details (Date, User Name, Computer Code), and drop the card in the designated drop box. The book is then considered on officially checked.

7. Books return procedure:

To return, books should be kept in the box marked on the "Returned books" box, and after the completion of the return book process, books are kept on the shelf and available for issue.

8. Reissuing and Extension:

- Books will be reissued if not in demand.

9. Restrictions on Certain Materials:

- Reference books, periodicals/journals, and compact disks are not issued for home lending.

10. Book Return Policies:

- Books should be returned on or before the due date.

11. Late Return Fine:

- A fine of Rs 2/- per day will be charged for books returned after the due date.

12. Holiday Return Policy:

- If the due date falls on a holiday, the book should be returned on the next day. fines will be calculated from the due date until the book is returned if not done immediately after the holiday.

13. Responsibility for Damage:

- Library users are responsible for any damage or mutilation noticed at the time of returning of borrowed books.
- After using library items such as magazines, journals, chairs, and computers, members should ensure that they are kept in their designated places. Failure to do so will result in the library taking appropriate action, including the ban from the library facility.

14. Library Membership:

- New faculty members, students, and scientific staff must take library membership for book issuance.

15. Thesis Submission Requirement:

- Ph.D. and I Ph.D. Students must submit their theses (Hardcopy and Softcopy) to the library, otherwise, NDC will not be issued.

16. On Display Books Not for issue:

- Books not intended for borrowing are exhibited. If a reservation is required, a reservation facility is available on a first-come, first-served basis. These books are only issued after they have been displayed

17. Proper Placement After Use:

- Books should be placed them on the designated side.



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TIFRH LIBRARY POLICIES

1. New faculty, scientific staff, and all students are required to pay a refundable fee of Rs. 2000 for the library membership.
2. Only faculty recommendations are acceptable for procuring new books, journals, and magazines.
3. If students want to recommend a book, they must obtain recommendation forms available in the library and get it endorsed by their PI (Principal Investigator).
4. The library purchases only three copies of each title. If more copies are needed, the PI must obtain Centre Directors approval.
5. Out of three copies, two copies are designated for circulation and one copy is reserved for reference purposes only.
6. A fine will be charged for the loss of books, and the amount will be the printed price of the book or the cost of replacement.
7. If a book is out of print, the borrower required to pay the original cost of the book and a fine of Rs.2000/-
8. In case of an urgent requirement of book(s), Centre Directors Approval is necessary.
9. Scientific books that are already present in the library are not acceptable as gifts. All other book gifts are subjects to the approval of Coordinator-Library.
10. Every year stock verification will be conducted for DAE Audit, with the participation of all faculty, scientific staff, and student support.
11. The photocopying of books or articles is strictly prohibited under the established copyright policy.
12. All cases of the infringement of the above-mentioned rules will be reported to concerned authority for appropriate action.