



## MORARJI DESAI NATIONAL INSTITUTE OF YOGA

Ministry of Ayush, Govt. of India

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Website: [www.yogamdniy.nic.in](http://www.yogamdniy.nic.in)

### MDNIY LIBRARY RULES & REGULATIONS

1. The Institute's Library is open to bonafide members only. The non-members are allowed to access the Library facilities and services only after producing **written permission** of the Communication & Documentation Officer (C.&D.O.) / Director, MDNIY.
2. Visitors must make entry in the register kept at the entrance of the Library. Readers may use the reading room facility for referring book, journal, report, newspaper etc. in the Institute's Library during reading hours only.

#### **Reading Hours (Monday to Friday):**

10:00 A.M. To 01:00 P.M. 02:00 P.M. To 04:30 P.M.

#### **Circulation Hours (Monday to Friday):**

09:30 A.M. To 10:00 A.M. 01:30 P.M. To 04:30 P.M.

(Closed during Weekend & Gazetted holidays)

#### **Membership:**

3. The Institute's Library Membership is open for all on payment of Rs.500/- (Five hundred only) for annual while Rs.250/- (Two hundred fifty only) for quarterly membership. Books are allowed to be read in the Library premises ONLY within the reading hours.
4. The prescribed Membership Form may be taken from MDNIY Library. The duly completed membership form is required to be submitted to the Library for further action.

#### **Renewal/Expiry of Library Membership:**

5. The member is required to produce his/her original membership card in the library for renewal. Membership must be renewed at least one week before the date of expiry. Library membership will lapse automatically; if not renewed on time.

#### **Loss of Library Membership Card:**

6. Loss of membership card must be reported in writing to the C.&D.O. immediately. Duplicate membership card will be issued on submission of a charge i.e. Rs.50/-.

#### **Care of Books:**

7. The readers have privilege of direct access to the book shelves and the freedom to browse the books during library hours. Once the books are taken out of the shelf, they are not to be re-shelved and may be left on the table. A reader shall not write upon, damage/mark/scribe any document belonging to the Library. Do not fold corners of papers as temporary bookmarks.

#### **Book Bank Service for EWS:**

8. Book Bank service is available for the economically weaker students of M.Sc.(Yoga), B.Sc.(Yoga), PGDYTMP and Diploma in Yoga Science (D.Y.Sc.) for Graduates of the Institute. A maximum of five books at a time for whole semester shall be provided to the eligible student from the Book Bank collection.

*Layab*  
07/11/22

**Circulation Service:**

9. Borrower should produce his/her valid ID card/Authority letter, issued by the Administrative Officer / Deputy Director, MDNIY. Borrowing rights are not transferrable.

Library Book Borrower's Category	No. of Books that can be Issued at a time	Duration of Issue	Overdue Charges (Per Day-Per Book)
<b>MDNIY Staff :</b>			
Teaching	15 (General/Reference)	60 Days	NA
Non-Teaching	5 (General/Reference)	30 Days	NA
Contractual	5 (General)	30 Days	NA
Temporary through 'GA Digital Web Word Pvt. Ltd.'	5* (General)	30 Days	NA
MDNIY Yoga Internee	5 (General)	14 Days	NA
MDNIY Library Member	3* (General)	14 Days	NA
<b>MDNIY Student :</b>			
M.Sc. (Yoga)	10** (General/Reference)	14 Days	Rs.5.00 (including weekend and Govt. holiday, if any)
B.Sc. (Yoga)	10** (General/Reference)	14 Days	Rs.5.00 (including weekend and Govt. holiday, if any)
Post Graduate Diploma in Yoga Therapy for Medicos and ParaMedicos (PGDYTMP)	10** (General/Reference)	14 Days	Rs.5.00 (including weekend and Govt. holiday, if any)
Diploma in Yoga Science for Graduates (D.Y.Sc.)	10** (General)	14 Days	Rs.5.00 (including weekend and Govt. holiday, if any)
Certificate Course in Yoga for Wellness Instructor (CCYWI)	5* (General)	14 Days	Rs.5.00 (including weekend and Govt. holiday, if any)
Certificate Course in Yoga for Protocol Instructor (CCYPI)	5* (General)	14 Days	Rs.5.00 (including weekend and Govt. holiday, if any)

\* Total cost of issued books shall not exceed Rs.2500/- (equal to Caution Money/Security Deposit)

\*\* Total cost of issued books shall not exceed Rs.5000/- (equal to Caution Money/Security Deposit)

10. Books may be renewed only once, provided there is no demand from others. The Library Staff may recall books in circulation at any time.

11. Manuscripts, rare books, dissertations, newspapers, periodicals shall not be issued except on **written permission** accorded by the Director, MDNIY.

12. Borrower must satisfy himself/herself about the physical condition of the book etc. before borrowing. In case of any damage, he/she should bring the fact to the notice of the Library staff. Otherwise, if the book is found to be damaged on return, the borrower will be held responsible and will be required to indemnify the loss (as per MDNIY Library Rules).

13. Borrower must report the loss/damage to the issued library book immediately to the C.&D.O., MDNIY, in writing. The loss/damage to the issued book(s) will be calculated, according to the existing 'Rules for recovery of Lost/Damaged – Issued Library Books'.

14. Users are strictly advised not to make use of internet for purpose other than academic. In case of default, the defaulter's privilege shall be cancelled.

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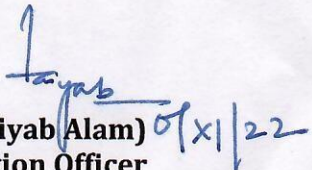
**Clearance from Library:**

15. The borrowers should obtain "No-dues/Clearance Certificate" from the Institute's Library while leaving the Institute.

**Do's & Don'ts:**

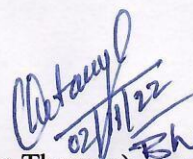
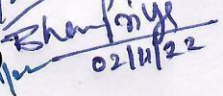

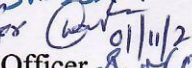



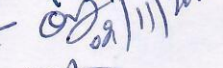
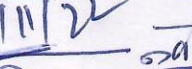
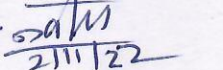


- i. Maintain peaceful environment within and around the Library premises.
- ii. Noise, disturbance or unruly behavior is strictly forbidden in library premises.
- iii. Talking, eating, chewing, spitting, smoking & sleeping in the Library is strictly prohibited.
- iv. Mobile phone, watch alarm etc. should be on silent mode before entering into library.
- v. Delinquent persons are not allowed in the library.
- vi. Library materials shall not be taken out of the library unless properly issued.
- vii. Photography / Videography are not allowed in the library.
- viii. Personal Belongings, i.e. bag, umbrella, personal book, diary, register, folder, CD, floppy, laptop, etc. should not be brought into the library. They should be placed at the property counter at one's own risk. Institute shall not be responsible for any loss/damage of personal belongings left therein.
- ix. Damage & theft of library material are punishable offence. The Institute will take necessary action against the offenders as per rules.
- x. The Library staff has the right to ask users to leave the library if they are creating disturbances or not abiding by the rules of the Institute's Library. Further, membership/privilege of any user can be suspended on account of misbehavior or indecent manner.

This issues with the approval of the Director, MDNIY.

  
(Taiyab Alam) 01/11/22

Communication & Documentation Officer

Copy To :

1. Director's Office 
2. Programme Officer (Yoga Therapy) 
3. Deputy Director's Office 
4. C.&D. Department 
5. Office of Administrative Officer 
6. Teaching Department 
7. Research Department/OPD 
8. General Administration Section 
9. Accounts Section 
10. Establishment Section 
11. Stores & Purchase Section 
12. TO-cum-Receptionist 
13. Notice Board(s)