

**Dr. Ambedkar International Center**  
(Ministry of Social Justice and Empowerment)  
**15 Janpath , New Delhi**

Dr Ambedkar International Centre (DAIC), 15 Janpath, New Delhi has been established by the Ministry of Social Justice and Empowerment, Govt. of India on 7<sup>th</sup> December 2017. The centre has a state of art facilities in the Library. It has a valuable collection of more than 5000 books on Dr Ambedkar's works and writings, Buddhist thought and philosophy, Law, Economics, Political science, Caste and gender etc. The library has a collection of Constitutions of major countries of the world and also planning to subscribe printed National and International Journals for student and faculty of DAIC. It provides internet with WI-FI facility to access it in the premises of library, etc. The Library is also a member of DELNET consortium. Besides, DAIC has a digital library which has a world's largest eBooks collection for users of the library.

**DAIC Library is managed by Dr Sunil Kumar (M.A., M.L.I.Sc., Ph.D.), Library and Documentation Officer, w.e.f. 4<sup>th</sup> July, 2018 onwards.**

## **LIBRARY RULES AND REGULATIONS**

### **Membership:**

The basic policy of the library is to encourage the maximum use of library resources. Therefore, library is open to all categories of following members:

- a. Students
- b. Academic and Scholars
- c. Research Scholars doing research in a university or affiliated to research centres
- d. International Research scholars
- e. Government officials and employees including state government employees
- f. Senior Citizens including retired Government officials

### **Use of Library Resources:**

At present there is no book borrowing facility is available to the users in the library. However they may consult the library resources without any restrictions only in library premises.

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

It is the duty of valued library patron to keep the books in safe condition and to handle books carefully. No marking or highlighting on library books and other material is permitted. In case any user is found to damage the library property, he may be charged fine as decided by the competent authority.

### **Reprographic / Photocopying Services:**

Photocopies facility is available to the users in special cases. International scholars will also be able to make photocopies of their required books within the limits of Copyrights guidelines.

### **Interlibrary Loan Services and Document Delivery Services:**

The DAIC Library, in special cases, will assist the library users to get books, chapters and articles through its professional network such as DELNET. This service will be chargeable service and the member has to sign a copyright declaration form as per the international copy right laws.

### **Use of the Library Resources and Compliance with the International Copyright Rules:**

Being an international Research centre, this Library will follow and appreciate international copyright rules and any the responsibility of violations, if any will be on members. The Library team will advise the readers in each case and request to follow international copyright rules.

### **Library Hours:**

The library functions from 9:00 AM to 6:00 PM from Monday to Friday. It remains closed on Saturdays, Sundays, Gazetted and National holidays.

### **GENERAL RULES OF LIBRARY**

This library is under CCTV Surveillance. The following rules shall be adhered by the Users:

1. Readers should observe strict silence inside the Library.

2. All users need to maintain appropriate conduct under all circumstances whether they are in or outside premises of the library.
3. Users must treat all staff in the library with manners and respect whether in or outside premises of the library
4. If any user commits any major misconduct (e.g.: sleeping, fighting, stealing, gambling, smoking, cheating, vandalism or other misbehaviour), entry of such user will be suspended from the library.
5. Users are reminded not to play any game or to bring unnecessary items to library (e.g. magazines, toys, electronic devices, jewellery) which may distract them from their studies.
6. Library furniture and fixture should be treated with utmost care. If any user is caught vandalizing or damaging any DAIC/library property, the user will be asked to pay the cost of repair or replacement.
7. Users are not allowed to use mobile phones inside the premises/office of library. If a mobile phone is seen being used by any student in the library, that phone will be confiscated by the library staff and be kept for the whole day to refrain such act.
8. Chewing gum is not allowed in the library premises. A light demerit will be given, if users do not follow the rule.
9. Computer in the library premises should be used for academic purposes only.
10. Online chatting/dating, browsing of social networking sites, playing games on computers is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
11. Changing the settings and display of the computers kept in the Library is not permitted.
12. Use of laptops in the cubical systems where computers are already installed is not permitted.
13. Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library. Personal keyboard, mouse, other electronic equipment etc. are not allowed inside the Library.
14. Readers should not leave bags/books/copies on the table and cannot claim, capture, and reserve seats for future use. Seats are to be occupied on the first come first served basis.

15. Capturing/reserving seats for friends/future use is strictly prohibited. Other scholars may remove the bags and books if these are left unattended on the tables.
16. Users are not allowed to carry eatables/drinks inside the Library premises.
17. Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Library.
18. Personal belongings like bags (laptop, shoulder, and sling), umbrellas, etc. should be deposited at the Property Counter at their own risk. These are not allowed inside the Library.
19. Readers are advised not to leave their valuable items like money, passport, credit card etc. at the Property Counter. The library shall not be responsible for any loss or damage of the personal belongings of the users.
20. Marking, scratching, damaging, mutilating, stealing, library materials or office property will invite disciplinary action against the defaulters.
21. Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
22. Users should not rest or keep their feet on tables, chairs, shelves, etc.
23. Library staff shall not transmit telephone calls or other personal messages to the readers.
24. The Librarian reserves the right to suspend the membership of any user, if found misbehaving with the library staff or with any other user of the library.