



## **Habitat Library & Resource Centre**

### **Revised Norms and Guidelines for the use of the Habitat Library & Resource Centre (HLRC)**

The Habitat Library & Resource Centre (HLRC) opened in a limited manner from September 7, 2020. In view of the prevailing situation with reference to COVID-19 and government advisories in light of the same, our revised operation guidelines are as provided below. These Guidelines replace the earlier HLRC Guidelines, which were in force.

#### **Location of the Habitat Library & Resource Centre**

The Habitat Library & Resource Centre (HLRC) is located on the second floor of the Convention Centre.

#### **Working Hours**

- Monday – Saturday: 10:00 a.m. – 6:00 p.m.
- Entry to the HLRC is not allowed after 5:45 p.m.
- HLRC will remain closed on Sundays and gazetted holidays.

#### **Entry and Parking in IHC**

- Four wheelers will be allowed entry only from Gate No. 1 (round the clock) & Gate No. 2 (8 am to 8 pm, Monday to Sunday), Gate No. 3 (6.30 am to 11 pm). Exit for four wheelers will be only from Gate No. 2 (8 am to 8 pm), Gate No. 3 (6.30 am till midnight) and Gate No. 3A (round the clock). It may be noted that Exit is not allowed from Gate No. 1.
- Mandatory thermal screening will be done at all the entry gates.
- Directions have been provided for parking the vehicles. Preferably, the vehicles may be parked at the surface parking or South Block parking, although vehicles may be parked at any other available parking space as well.

#### **Access to the HLRC**

- Elevators from the Convention Centre Lobby or from the South Block Parking may be used to reach HLRC.
- Entry/Exit from the rear of HLRC (near CAPART Library) will remain closed.
- Only members of IHC will be allowed access into the HLRC, on tapping their RFID Cards on the Reader placed outside the HLRC. Members will be asked to provide their membership numbers in case they do not bring their RFID Cards. Access is not allowed for Dependents currently. No other persons (other than IHC personnel), including attendants will be allowed entry. Institutional Members of the IHC have been provided membership cards and staff of member institutions may use the HLRC on presentation of the membership card of their institution. The Institutional Member is responsible for material borrowed by any of its staff.
- Only a maximum of 30 members will be allowed in the HLRC at any given time. Primary Member and Spouse will be counted separately.
- Since the number of seats in the HLRC are now limited to 30, any member wishing to use HLRC are encouraged to call at 011-43662021/011-43662022 the previous day between 10:00 a.m. and 4:30 p.m., to register a request for visiting the HLRC, the next day. Request for use, if available will be confirmed to the member on a first-come, first-served basis and also forwarded by email/SMS to the member.
- Members who have not pre-booked may also call on the day they wish to come and, if seating is available over and above the pre-booked number, a confirmation for visiting the HLRC will be emailed/sent by SMS to the member.
- Walk-in members will be allowed access, provided seating is available in the HLRC within the prescribed limit of 30. However, we advise members to call and check if seats are available.

- Those members who just wish to return books/periodicals and not borrow or use the reading area, may come without having to pre-book and return the borrowed material at the entrance of HLRC.
- Material for return may also be sent through messenger. However, it is reiterated that no messenger/attendant will be allowed inside the HLRC.
- Toilets are functional on the first floor and may be used.

#### **Advisory regarding Safety Norms requested to be followed**

- As per order issued by the Ministry of Home Affairs, Government of India, persons above 65 years of age, persons with co-morbidities, pregnant women are advised to stay at home.
- Members residing in Containment Zones are not allowed to come to the Centre/HLRC.
- Members who have a medical history of cough/cold/fever in the last one month are advised not to visit the Centre/HLRC.
- Members are advised to download the Aarogya Setu App on their compatible mobiles and regularly update their health status before entering the Centre.
- Should any member subsequent to visiting the HLRC, test positive for the Covid-19, HLRC should be informed immediately.
- Masks must be worn at all times: while entering the Centre and in the HLRC in keeping with Government of India guidelines. Staff members on duty in the HLRC have been advised to monitor this strictly. Members are advised that those not adhering to this requirement will not be allowed to use the HLRC.
- All members entering HLRC will be checked for temperature again at the entry of HLRC.
- A hands-free sanitiser dispenser is kept at the entrance to HLRC must be used before entering HLRC.
- Hands-free sanitiser dispensers are also kept inside HLRC for the convenience of members.
- Members are also encouraged to wash their hands frequently with soap and water, as feasible.
- Social distancing is expected to be strictly observed: a minimum of six feet.
- The central air-conditioning system will be operational in HLRC with an average temperature of 26 degrees Celsius (with +/- one degree variation). Some identified windows / doors will be kept open for cross ventilation. This is as advised by ISHRAE. Members are requested not to close these windows / doors.
- All bags must be deposited with the guard at the entrance to HLRC for retention in the Baggage Desk. Token collected in lieu thereof, is to be sanitised. The deposited items may be collected after returning the token to the security guard. Members are informed that the Baggage Desk will also be sanitised periodically in keeping with safety norms and the Centre will not be responsible for any damage occurring to the material deposited there, due to this.
- Only minimum personal belongings (mobile, keys, wallets) may please be kept in the possession of the member at all times. Personal laptops will be allowed to be brought into HLRC. The laptop bag may be left at the Baggage Desk and only the laptop and the cord may be brought into HLRC after sanitization by the member.
- No food and beverages will be allowed to be brought into the HLRC.
- The barricading near the Readers Advisory Desk and the furniture in the HLRC and HLRC Terrace must not be moved; they have been positioned keeping social distancing in view.
- All payments (fines, printing, photocopying, scanning and other charges, if any) will be accepted through UPI transactions only.
- Personal books are not allowed to be brought inside HLRC.

#### **What is not allowed in the Habitat Library & Resource Centre**

- Smoking is prohibited in the HLRC.
- Use and/or ringing of mobile phones is prohibited in the HLRC. Mobile phones are to be placed on silent mode when entering HLRC. Members flouting this requirement will be denied access to the HLRC.
- Accessing pornographic sites using Internet facility in the HLRC is strictly prohibited. Members flouting this rule will be denied access to Internet facility in the HLRC.

- Mutilation, damaging or defacing of books, periodicals, newspapers, audio-visual and other materials is prohibited. Members found doing so will have to pay for the cost of the publication that has been defaced.
- Eatables and beverages from outside are not allowed in the HLRC.
- Used tea and coffee cups are not to be left lying around and may please be deposited in the waste bins provided.
- Beverages (Tea/Coffee, Drinking water, etc.) are NOT allowed at Internet/Multimedia/Study Carrels Terminals.

#### **Adherence to Guidelines**

- Members are requested to adhere to the rules, regulations and norms of the Habitat Library & Resource Centre, especially in view of the present pandemic situation.
- Staff have been authorised to enforce the guidelines strictly.
- Any changes in these guidelines will be notified from time to time.
- The Habitat Library & Resource Centre reserves the right to deny access to its premises or services to any primary member/spouse.

**For further information on the topics listed below, please click on the links**

[Borrowing and Returning of Books and Periodicals](#)

[Overdue Books/Periodicals](#)

[Reservation of books](#)

[Recommending additions to the HLRC Collection](#)

[Care of Books/Periodicals](#)

[Loss or Damage](#)

[HLRC Services](#)

[Using the photocopying, printing, scanning, and CD writing facilities](#)

IHCManagement

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For more information, please contact:

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## **Borrowing and Returning of Books and Periodicals**

- Members are requested to use the Self Issue/Return Kiosk as much as possible. Sanitiser is provided alongside.
- Staff on duty will assist if books are required to be returned/ issued at the Readers Advisory Desk.
- Members are requested to stand behind the barricade to speak to staff at the Readers Advisory Desk.
- All books returned by members will be quarantined for a period of four days before they are returned to the shelves.
- Inter-library loan service remains suspended at present.
- Members can borrow three books (inclusive of all sections) and five back issues of select periodicals at a time, for a period of fifteen days.
- Two extensions of the period of loan for another fifteen days are possible for books, provided there is no reservation and the book is brought to the HLRC or the request for renewal is communicated through telephone/e-mail.
- After two extensions, the books and periodicals have to be returned to the HLRC and cannot be renewed for a third time.
- Books from the Reference Section cannot be borrowed.

## **Overdue Books/Periodicals**

- From September 1, 2005, the Habitat Library & Resource Centre has been levying overdue charges as indicated below for books and periodicals not returned/renewed on time:  
**-Rs. 2/- per day for the first ten days.**  
**-Rs. 5/- per day from the eleventh day onwards.**
- All payments (fines, printing, photocopying, scanning and other charges if any) will be accepted through UPI transactions only.
- Borrowing privileges will be withdrawn for members not returning items borrowed from the HLRC for three months after the due date of return stamped on the book(s)/ periodical(s).
- Access to HLRC and all its services will be denied to members not returning items borrowed from the HLRC for six months after the scheduled date of return stamped on the items.
- Lending privileges will be barred for members not paying fines of returned overdue documents.

## **Reservation of books**

- Books available for lending, but not on the shelf, may be reserved, either from the Readers Advisory Desk or through OPAC/WEBOPAC. Reservations will be made on a first-come, first-served basis.
- Reservations will also be accepted for books displayed as New Arrivals, and will be dealt with on a first-come, first-served basis. At any given time, only ten reservations will be entertained from a member.
- When books recommended by members are acquired by HLRC and displayed as New Arrivals, the recommendation will count as a reservation and will be sequenced accordingly.

## **Recommending additions to the HLRC Collection**

- Books/Periodicals/Audio-Visuals may be recommended by members through OPAC/WEBOPAC or by email/telephone and in person. Decision to add the item vests with the India Habitat Centre.

## **Care of Books/Periodicals**

- Once a book/periodical is issued, it is wholly the responsibility of the member to safeguard and return the issued materials to HLRC in good condition and on time.

- Before borrowing book(s)/periodical(s), members are encouraged to check that the book(s)/periodical(s) are in proper condition. If they are found to be mutilated or damaged on return, the member will be held responsible for the damage and (s)he will have to replace or pay the price of the damaged book/periodical.

### Loss or Damage

- Dog-earing the pages of books, marking or scribbling on them, tearing or damaging pages or otherwise spoiling books is not allowed and amounts to causing damage to the books/information resources.
- If a member loses or damages any book that (s)he has borrowed, it will have to be replaced by a new copy of the same or a later edition at his/her cost. In the event of the book not being available or being out of print, the published price of the book will have to be reimbursed to the HLRC.
- If a member loses or damages any periodical that (s)he has borrowed, it will have to be replaced by a new copy of the same at his/her cost. In the event of the periodical issue not being available, the published price of the particular issue will have to be reimbursed to the HLRC.
- The HLRC reserves the right to determine the price of a rare/out-of-print/unobtainable book/periodical.

### HLRC Services

- The following services are available from **10:00 a.m. – 5:45 p.m.:**
  - Issue of books/magazines
  - Internet access
  - Photocopying/Printing/Scanning
  - Tea/Coffee
  - Use of the Library Terrace.
- Reference services and Reading Room access are available from: 10:00 a.m. to 6:00 p.m.
- Time/programme slots will have to be booked through HLRC staff for using Internet and for viewing videos.
- Internet facility can be used for 30 minutes and an extension of an additional 30-minute slot will be allowed if there is no other member wishing to avail the service. Internet Service may be used for a maximum time of 60 minutes in a day.
- Accessing pornographic sites is strictly prohibited.
- Wi-Fi facility is available for members using their laptop computers in the HLRC.
- Eight hour slots will have to be booked through HLRC staff if a member wishes to utilize a Wi-Fi coupon.
- Members may also access the internet on their own devices by logging in through their membership IDs.
- Study carrels with and without computer facilities are available for members on a first-come, first-served basis.
- Internet connection is also available in a few selected carrels.

### Using the photocopying, printing, scanning, and CD writing facilities

Printing, Photocopying, Scanning and CD Writing facilities are available for materials in the HLRC collection as per copyright regulations. The charges are as follows.

#### Library Material

##### Photocopying

- |                           |                        |
|---------------------------|------------------------|
| • Black & White (A4 size) | -Rs. 2/- per exposure  |
| • Black & White (A3 size) | -Rs. 3/- per exposure  |
| • Colour (A4 size)        | -Rs. 15/- per exposure |
| • Colour (A3 size)        | -Rs. 20/- per exposure |

##### Printing

- |                           |                       |
|---------------------------|-----------------------|
| • Black & White (A4 size) | -Rs. 3/- per exposure |
|---------------------------|-----------------------|

- Colour (A4 size) -Rs. 5/- per exposure
- Scanning -Rs. 5/- per exposure
- CD- Writing -Rs. 10/- per CD

### **Non-Library Material**

#### Photocopying

- Black & White (A4 size) -Rs. 3/- per exposure
- Black & White (A3 size) -Rs. 5/- per exposure
- Colour (A4 size) -Rs. 22/- per exposure
- Colour (A3 size) -Rs. 30/- per exposure

#### Printing

- Black & White (A4 size) -Rs. 5/- per exposure
- Colour (A4 size) -Rs. 8/- per exposure
- Scanning -Rs. 8/- per exposure
- CD- Writing -Rs. 10/- per CD

(Printouts/Photocopies can only be taken on the paper available in HLRC/IHC)