

## **KERALA LEGISLATURE LIBRARY RULES, 2006**

1. *Short title and commencement.*- These Rules may be called the Kerala Legislature Library Rules 2006 and they shall come into force on the date of publication in the Government Gazette.

2. *Definitions.* -In these Rules:-

- (a) 'Reference Document' means any document or collection of documents or material having reference value and rare, which should not, in the opinion of the Librarian, be removed from the Library.
- (b) 'Committee' means the Library Advisory Committee constituted by the Speaker from time to time.
- (c) 'Document' means a Book/Periodical/Pamphlet/Brochure/Cassette/Compact Disc (CD/Map or any such library material, which contains information.
- (d) 'Legislature Library' hereinafter referred to as the 'Library' means-the Library attached to the Kerala Legislature Secretariat and includes the Reading Room, Video Cassette Library, the Library Extension Counter functioning in the Legislator's Hostel, Member's Reference Branch, functioning in the Assembly Block and the place or places where the Library documents, machines and materials are kept or stored,
- (e) 'Member' means any person registered in the Rolls of the Library.
- (f) 'Secretary' means Secretary to the Legislature.
- (g) 'Due date' means the date stamped in the book on which the documents are to be returned.

3. *Working hours:*

- (i) The Library shall remain open on all working days between 10.15 a.m. to 5.15 p.m. During periods when the Assembly is in session, the library will be opened from 7.30 a.m. to 6.30 p.m. or till the House rises for the day. It shall also remain open from 2.30 p. m. to 6.30 p.m. on the preceding day, if that happens to be a holiday, and on the intervening holidays of a session.
- (ii) During intersession periods the issue of document shall be closed at 4.30 p.m.

4. *Membership of the Library.*-The following classes of persons shall alone be admitted as Members of the Library:

- (a) Members of the Kerala Legislative Assembly;
- (b) Members of Parliament representing the State of Kerala;
- (c) Officers and Staff of the Legislature Secretariat;
- (d) Ex-Members of the Kerala Legislative Assembly;
- (e) Ex-Members of Parliament represented Kerala;
- (f) Officers and Staff of the Government Secretariat (General Administration, Law and Finance Secretariat);
- (g) Heads of Departments of the State;
- (h) Ex-Secretaries of Kerala Legislature;
- (i) Retired Officers and Staff of the Legislature Secretariat.

5. *Registration of Membership:*

- (i) All classes of Members except those in. sub-rules(a), (b) and (c) of Rule 4 are entitled to be registered as Members of the Library by applying in the prescribed form and on making the cash deposit prescribed as below :
  - (a) Members in classes (d), (e), (f) and (g) Rs.500/- (Rupees Five hundred only)
  - (b) Members in classes (h) and (i) Rs. 1000/- (Rupees One thousand only)
- (ii) The deposit collected as per sub-rule (i) shall be credited in the P.D. Account and it shall be given back only after clearing all the dues of the member concerned and on issuance of N.L.C. to the Member concerned. Such deposits not claimed after the expiry of three years from the date of issue of Non-liability Certificate shall be credited back to Government account.
- (iii) The operation and maintenance of the P.D. Account shall be vested with the accounts section of the Legislature Secretariat.
- (iv) The classes of members mentioned in sub rule (c) of Rule 4 shall enroll themselves as members by applying in the prescribed form appended to these Rules.

(v) Any member may borrow documents from the Library subject to the restrictions hereinafter contained.

(vi) Members shall keep the Library informed of any change of address during the period of membership. The classes of members mentioned in sub-rule (d), (e), (f), (g), (h) and (i) of Rule 4 shall renew their membership in the first month of every year in the proforma specified for the purpose.

6. *Use of Library:*

(a) The classes of members mentioned in sub-rules (a), (b) and (c) of Rule 4 are entitled to utilise the reading room and consult any document in the Library. They are also entitled to borrow documents from the Library and are exempted from payment of the cash deposit.

(b) The classes- of members mentioned in sub-rules (d) to (i) of Rule 4 are permitted to utilise the reading room and consult any document in the Library only with the assistance of the Library staff, but shall not be entitled to borrow documents from the Library unless they enroll themselves as members in accordance with sub-rule (i) of Rule 5.

(c) During periods when the Assembly is in session, the reading room shall be exclusively reserved for the use of the Members of the Legislative Assembly.

7. *Restrictions in using the Library. -The use of the Library shall be subject to the following restrictions: -*

(a) Silence shall be strictly observed in the Library;

(b) Sticks, umbrellas, documents, boxes and other personal belongings shall be deposited at the main entrance and a token obtained for them;

(c) Spitting, chewing and smoking in the Library are strictly prohibited;

(d) Sleeping in the Library is strictly prohibited;

(e) No person shall write upon or make any mark, or in any other manner deface or damage any document, belonging to the Library;

(f) No tracing or mechanical reproduction of the contents of a document shall be made without the written permission of the Secretary; and

- (g) Persons using the Library shall, before leaving it, return to the library staff, the documents that they had taken for reference.
8. *Use of Library for reference:*
- (a) Accredited Press representatives of Thiruvananthapuram shall be entitled to utilise the reading room and consult any document with the assistance of the Library Staff only during periods when Assembly is not in Session. They shall not be entitled to borrow documents or to enroll themselves as members of the Library.
- (b) The use of the Library for purposes of study by bonafide Research Scholars requires special permission from the Secretary in the prescribed form. They shall, save in exceptional cases, be accorded permission only during periods when the Assembly is not in Session.
- (c) Permission for use of Library shall be accorded subject to the following conditions:-
- (i) No person will be allowed to handle books in shelves and no documents will be allowed to be taken out of the Library.
- (ii) The Research scholars shall give an undertaking to the effect that the use of the Legislature Library will be duly acknowledged and that a copy of the document prepared with the help of material from the Legislature Library will be supplied to the Library free of cost.
- (iii) No clerical or typing assistance will be given.
- (iv) Photocopying facility will be provided on payment at such rates as may be prescribed from time to time and receipt obtained from the Librarian. Request for the same shall be made in the prescribed form.
- (v) The timings for study will be decided by the Librarian from time to time
- (vi) In the case of foreign research scholars in addition to the above, the following are to be submitted with the form.
- (a) A copy of the passport
- (b) A letter from the embassy /legation recommending the name of the research scholar.

9. *Issue system:*

- (i) Issue and return of documents shall be done according to the Pass book System for the classes of members mentioned in sub-rule (a) of Rule 4. The signature of the Member shall be obtained in the Pass book maintained in the Library for each Member. The date of return of the document will be entered in the Pass book under the signature of the receiver, in the presence of the borrower, when the document is received back.
- (ii) The classes of members mentioned in sub-rule (b), (c), (d), (e), (f), (g) (h) and (i) of Rule 4 will get at the time of admission a barcoded Library Membership card with the privilege of taking four documents. On each occasion a document is borrowed, the barcoded library membership card is to be produced at the counter.
- (iii) The library Membership card is not transferable as it is a token of privilege which only the member for whom they are issued is entitled to. Sublending of documents is a misuse and is to be avoided.
- (iv) Any loss of the library Membership card shall be reported in writing immediately to the Librarian. The duplicate membership card will be issued on receipt of the report of the loss and on payment of Rs. 50 (Rupees Fifty only) to the cash section of the Legislature Secretariat and production of the receipt. The Members shall be liable for any loss that the Library may suffer through the loss or misuse of his/her membership card.
- (v) Members shall not keep documents for more than 30 days except the classes of members mentioned in Rule 4 (a) and (b) for whom the loan period shall be 60 days.
- (vi) Loan of documents shall be renewed for a further period of 30 days, provided such documents are not in demand.
- (vii) An overdue charge of 25 paise per document per day shall be levied from users other than Members of the Legislative Assembly, if the document is kept beyond the period of loan specified above.
- (viii) The library will ordinarily send reminders to those borrowers who retain books beyond the period of loan, but the non-receipt of reminders shall not be a reason against the recovery of overdue charges. Members against whom books are outstanding for more than three months shall not be entitled to borrow books until all books have been returned and all dues have been paid.

- (ix) In the event of a document issued on loan being required for any important or urgent purpose, the Secretary may recall it at any time and they shall be returned by the Member immediately.
  - (x) For purposes of reference inside the House, if a Member require documents for a short period it may be issued with a loan slip duly got signed by the Member concerned. The official in the circulation counter or in the Members Reference branch shall ensure that such documents are received back promptly.
  - (xi) Documents shall be taken for official purposes in the Legislature Secretariat only through the passbook allotted to each section. The signature of the Officer with designation shall be obtained in the passbook maintained in the library for each section. The Officer will be individually responsible for the documents taken under his/her name.
  - (xii) In exceptional cases, the Secretary may order the issue of documents to persons who are not members of the Library. Such documents shall be received back within 30 days from the date of issue. In case the document is not received back it shall be deemed to have been a document taken by the Secretary.
10. *Reservation of Documents.*-Any member requiring a document which has been issued or is in process, may get his name registered with the Librarian in a Register kept for the purpose; and it shall be the duty of the Librarian to supply such documents to Members in the order of priority.
11. *Procedure for issue of reference documents.*--Unless the Secretary otherwise directs in each case documents of reference, rare documents or such documents as are difficult to replace, and bound volumes of periodicals as well as documents in bad condition shall not be issued for use outside the precincts of the Library.
12. *Restrictions in issue of documents in certain cases.*---Documents, pertinent to a Bill or Resolution or other matter which is either under discussion or is to come up before the Legislature immediately may not be lent from the Library so long as the matter is pending consideration before the Legislature.

13. *Damage or loss of documents:*

- (i) Members shall be responsible for any damage caused to the documents or other property belonging to the Library and shall be required to replace such documents or property damaged or to pay the compensation charges specified in sub-rule (iv).
- (ii) While borrowing a document the member shall satisfy himself that the document lent to him is in good condition. If it is not, he shall immediately bring the matter to the notice of the Librarian or in his absence, the person in charge of the Library lest he be held liable for the damage.
- (iii) If one document of a set is damaged or lost the whole set shall be replaced.
- (iv) If a document is not returned to the Library after the expiry of three months from its due date, it will be presumed lost and steps will be taken to recover the replacement cost from the member concerned as indicated below:-

<i>Sl.No.</i>	<i>Publication</i>	<i>Cost to be recovered</i>	
		<i>Indian Document</i>	<i>Foreign Document</i>
(a)	Document printed/ published during the last five years	Three times the original price	Five times the original price
(b)	Document printed/published more than five years back	Five times the original price	Seven times the original price
(c)	Document which are rare and out of print and considered irreplaceable.	Ten times the original price	Ten times the original price
(d)	Document of which price is not available.	Re. 1 per page	Re. 1 per page

- (v) In the case of foreign document the cost arrived at as per sub rule (iv) in foreign currency shall be converted to Rupees at the current exchange rate.

14. *Procedure regarding admission of strangers.-* No stranger will be admitted in to the library unless accompanied by a Member of the Legislative Assembly or an Officer of the Legislature.

15. *Maintenance of issue register of document.*-A daily issue register shall be kept in the Library for entering details such as Accession Number, Name, Library Membership Card Number, Date of return etc., as the case may be.
16. *Suggestion book.*-A suggestion book shall be kept in the Library for the use of the Members of the Legislature to enable them to record any suggestion they may wish to make for the betterment of the Library.
17. *Constitution of the Library Advisory Committee.*-
- (i) At the commencement of each Assembly or from time to time as the case may be, an Advisory Committee consisting of not more than eight members shall be constituted by the Speaker in order to suggest ways and means for the proper working of the Library.
  - (ii) Seven members of the Committee shall be nominated by the Speaker. The Secretary to the Legislature shall also be a member and ex-officio convener of the Committee. The meetings of the Committee shall be presided over by the Chairman of the Committee who shall be appointed by the Speaker from among the members nominated by him. If the Chairman is absent from any sitting, the Committee shall choose another member to act as Chairman for that sitting. The quorum of the Committee shall be three.
18. *Report on the working of the Library.*-An annual report on the working of the Library shall be prepared by the Librarian for each financial year and shall be submitted to the Library Advisory Committee in the month of April
19. *Procedure regarding issue of document to proxy.*-In case a Member of the Legislative Assembly is unable to come to the Library himself he may obtain documents, in loan through an authorised agent subject to his furnishing a letter of authority in the form prescribed in Appendix to these Rules.
20. *Stock verification.*--There shall be a periodical verification of the stock of the documents in the Library. During this period no document shall be issued and the fact shall be notified in the Notice Board of the Library.
21. *Supersession of existing rules.*-These rules shall be in supersession of the existing Rules, but any action taken in pursuance of the existing rules shall not be called in question.

By order

DR. M.C. VALSON,  
*Secretary*  
*Kerala Legislature.*



**FORM I****KERALA LEGISLATURE LIBRARY, THIRUVANANTHAPURAM****Application for Membership***(Ex-MLAs/MPs/Former Secretaries/Retired Officers and Staff, Legislature Secretariat)*

Name in full (In Capitals) :

Designation and Address for Communication :

Permanent Home Address :

Telephone Number :

**DECLARATION**

I desire to become a member of the Kerala Legislature Library and I agree to abide by the Rules in force from time to time. I shall be personally responsible for any loss sustained by library due to my membership and shall make good any such loss. I shall intimate the library the change of my address, if any, from time to time.

Thiruvananthapuram,

Date :

Signature of Applicant.

*For Office use only*

Date of remittance of deposit :

No. and date of receipt :

File No. :

Admitted on :

Membership No. :

Signature of Librarian

---

NB: Application must be submitted along with a recent passport size photograph.

**FORM II****KERALA LEGISLATURE LIBRARY, THIRUVANANTHAPURAM****Application for Membership***(Officers and Staff of Legislature Secretariat)*

Name in full (In Capitals) :

Designation and Official Address :

Date of joining service :

Date of Birth : :

Date of Retirement :

Permanent Home Address :

Telephone Number :

Office Identity Card No. :

I desire to become a member of the Kerala Legislature Library and I agree to abide by the Rules in force from time to time. I shall intimate the library regarding change of my official address, if any, from time to time.

Thiruvananthapuram,

Date:

Signature of applicant

**CERTIFICATE**

Certify that Shri/Smt..... is a regular employee of this Secretariat working as .....

Signature

Thiruvananthapuram,

Name and designation of appointing authority.

Date :

(Office Seal)

Admitted on :

Membership No :

Librarian

**FORM III**  
**KERALA LEGISLATURE LIBRARY, THIRUVANANTHAPURAM**

**Application for Membership**

*(Heads of Departments/Officers and Staff of Government Secretariat [General Administration,  
Law and Finance Secretariat])*

Name in full (In capitals) :  
 Designation & Official Address :  
 Telephone Number :  
 Date of Joining Service :  
 Date of Birth :  
 Date of Retirement :  
 Permanent Home Address :  
 Telephone Number if any :

I desire to become a member of Kerala Legislature Library and if admitted, I agree to abide by the Rules in force from time to time. I shall intimate the Library regarding the change of my official address, if any, from time to time.

Thiruvananthapuram:

Date :

Signature of applicant

**CERTIFICATE**

Certify that Shri/Smt..... is a regular employee of the Secretariat working in the ..... Department as ..... and His/Her date of retirement is..... The retirement from service by superannuation/death or termination of service in any other way will be intimated accordingly.

Thiruvananthapuram:

Date .....

Signature.  
 Name & Designation of the appointing authority.  
 (Office Seal)

*(For Office use only)*

Date of remittance of deposit :  
 No. date of receipt :  
 File No.  
 Admitted on  
 Membership No. :

Signature of Librarian

NB: Application must be submitted along with a recent passport size photograph.

**FORM IV**

**KERALA LEGISLATURE LIBRARY, THIRUVANANTHAPURAM**

**Application for Renewal of Membership**

*(Ex-MLAs/MPs/Former Secretaries/Retired Officers and Staff, Legislature Secretariat)*

Name in Full (In Capitals) :

Membership No. :

Designation and Address for Communication :

Permanent Home Address :

Telephone Number :

My Membership in the Kerala Legislature Library may be renewed for the year.....

Date :

Signature of the Member

---

*(For Office Use)*

The Membership of Shri/Smt ..... in the Kerala Legislature Library is renewed/terminated with effect from.....

*Librarian*

**FORM V**

**KERALA LEGISLATURE LIBRARY, THIRUVANANTHAPURAM**

**Application for Renewal of Membership**

*(Heads of Departments/Officers and Staff of Government Secretariat (General Administration, Law and Finance))*

Name of Member :

Library Membership Number :

Official Address :

Telephone Number :

I am a regular employee of the Secretariat working in the ..... Department. I have not applied for Non-Liability Certificate. My Membership may be renewed for the year .....

Date :

Signature of the Member.

---

*(For Office use)*

Shri/Smt ..... is a regular ..... Member. His/Her Membership may be renewed/terminated.

Assistant Librarian/Catalogue Assistant,

Librarian.

**FORM VI**

**KERALA LEGISLATURE LIBRARY, THIRUVANANTHAPURAM**

**LOAN SLIP**

(For M. L.A.s Only)

Received the following documents for reference inside the House.

1.

2

3.

4.

---

(To be returned before the House rises for the day)

Date:

Name and Signature of the Member.

FORM VII

**KERALA LEGISLATURE LIBRARY, THIRUVANANTHAPURAM**

**Requisition for Photocopying for Official Purpose**

Please arrange to supply .....copy/copies of the documents  
send herewith for official purpose of the .....section.

Thiruvananthapuram,

Date:

Under Secretary.

---

*(For Official Use)*

Please take the copies as above.

Librarian.

No. of copies taken :

Date :

Photostat Copier Operator.

**FORM VIII****KERALA LEGISLATURE LIBRARY, THIRUVANANTHAPURAM****Application for Research and Reference facility**

1. Name :
2. Occupation :
3. Institutional Address :
4. Telephone Number :
5. Residential Address :
6. Telephone No. :
7. Educational Qualifications :
8. Subject area of Research : Ph. D/M.Phil
9. Nature of Research :
10. Name and Address of the Research Guide/Sponsoring Authority :
11. Any other information :

Place :

Date : Signature of the Applicant

**DECLARATION**

I.....hereby declare that I shall abide by the rules and regulations of the Kerala Legislature Library. The use of Legislature Library will be duly acknowledged. A copy of the thesis/any other publication brought out on the basis of the above research work shall be forwarded to the Legislature Library free of cost.

Place :

Date : Name and Signature

---

*(For Official use)*

No.

Recommendation of the Reference Section :  
Admitted/Rejected/Kept in abeyance

*Secretary.*



**FORM IX**

**KERALA LEGISLATURE LIBRARY, THIRUVANANTHAPURAM**

**Requisition for Photocopying (Research scholars and others)**

*[See Rule 8 c (iv)]*

Kindly arrange to supply .....copy/copies of pages..... to.....from the document.

Yours faithfully,

Thiruvananthapuram,

Signature:

Date :

Name and Address:

---

*(For Official use)*

Please take.....copy/copies of the document to Shri/Smt.....

No. of pages :

Amount realized :

Receipt No.

Librarian,

No. of copies taken:

Date and Signature of  
Photocopier Operator.

**FORM X**  
**KERALA LEGISLATURE SECRETARIAT**  
**Legislature Library**

Non-Liability Certificate has been issued to Shri/Smt.....  
.....on.....His/Her cash deposit of  
Rupees..... may be refunded.

Librarian

Date :

To

Accounts Section for necessary action.

Copy to:---

1. The person concerned. (The amount may be collected from the Accounts Section)
2. Stock File

**FORM XI**

**KERALA LEGISLATURE LIBRARY, THIRUVANANTHAPURAM**

**Letter of authority.**

I hereby authorise Shri/Smt. ....  
whose signature is given below, to take the under mentioned documents on my behalf  
subject to Library Rules and I shall be responsible for their loss or damage.

Signature of the authorised person.

Date.

.....

(Signature)

Name & Address.