

FOR REFERENCE ONLY

B P A T C

LIBRARY PROCEDURES

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BANGLADESH PUBLIC
ADMINISTRATION TRAINING CENTRE

SAVAR, DHAKA.

1986

BPATC /ALC-399
July .8.7.1986

PANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA

NO. L3-705/86

07 July 1986

Office order

The following procedures shall be followed in the Bangladesh Public Administration Training Centre Library, Savar, Dhaka until further orders.

Library hours

The Library and Reading Room hours will be from 8 a.m. to 10 p.m. On Fridays, it will open at 4 p.m and close at 6 p.m. Any change in library timings will be duly notified in the notice board of the Library.

2. Book selection committee

The Book selection committee will be constituted by the Rector for selection of books, journals and equipment for the BPATC Library.

3. membership

(a) officers and staff - All officers and staff of the BPATC may become members of the Library.

(b) participants/trainees - participants or trainees shall become library members immediately after registration. They shall apply in the prescribed form (Form-1) available in the Library.

(c) Guest Lecturers - They may become members of the library, on submission of applications and their approval by the M.D.S(R&C). Their membership will continue till the end of the training course, with which they are concerned or until their names remain in the panel of guest lecturers.

4. Entrance Formalities

(a) Before entering the Library or the reading room, every reader shall hand over personal books, bags, umbrellas, parcels, attaches, portfolios, brief cases, newspapers or other belongings to the Library Attendant at the checking counter, against a numbered token.

(b) Bags and attaches are to be deposited, but valuable articles like money, gold ornaments, watches, etc., should be kept in possession of the reader.

(c) Deposited materials may be collected from the checking counter on return of the token at least 15 minutes before closing time of the library. The Library will not be responsible for articles not collected on the same day.

(d) Note paper and exercise books may be allowed to be taken inside the Library/Reading Room, subject to checking at gate at the time of departure.

(e) Books issued for study in the reading room should be returned to the issuing desk.

5. Issue of Books

A member can borrow four books at a time for a period of one month. Academy teaching staff will however be allowed up to ten books at a time. No request for issuing more books will be entertained. No damaged book will be issued until it has been repaired, bound and processed as required. A book may be reissued for a further period of 2 weeks, provided no other member has in the meantime placed a demand for the same book. Requisition for books should be submitted to the Librarian (Form-2).

6. Return of books

Library books and reading materials must be returned on the due date, otherwise a fine of 10(ten) paisa per day for each book/reading material will be charged. The Librarian shall issue a reminder to the borrower immediately after expiry of the due date(form-3).

7. Reservation of Books and other Materials

(a) The books which are required by many users, but copies of which are limited in number, will be reserved for use in the library.

(b) A Library user can reserve a book or any other reading material already under issue, by request in the requisition slip for issuing it to him (Form-4).

8. Reference Books

Reference books such as Encyclopaedias, Dictionaries, yearbooks, etc., can be used only in the library rooms and may not be issued to anybody for use outside the library.

9. Rare books and Materials

Books classified as rare can be used only in the library and shall not be issued to anybody for use outside the library.

10. Periodicals and other Materials

Unbound magazines, newspapers and periodicals will not be issued out, they will be placed in the reading room for general use.

11. Recall of Books Issued

If a particular book is urgently required to be used by the trainees in connection with a course, the Library may recall and urgently requisition the book, on 48 hours' notice. On receipt of such a notice (Form-5) the borrower must return the book to the Library within the prescribed time limit. Such a book will then be placed on the "reserve list".

12. writing on books and other materials

The borrower shall not write, disfigure, sign, underline or affix any kind of marking on books and other library materials. Anybody found doing so, will be charged the cost of replacement of the book or the material.

13. Mutilation

Anybody found mutilating any library material will be charged the cost of replacement of the mutilated material and will be debarred from using the library any further.

14. Damage

A borrower will be held responsible for any damage to any book or reading material issued to him. In case of any damage, he will be charged the cost of replacement or repair. Any pre-existing defect or damage in any reading material should be pointed out by the borrower at the time of issue.

15. Loss of books, etc.

(a) A borrower shall be responsible for loss of any book or any other reading material issued to him and he must replace the lost material with a new copy.

(b) In case the lost material is not available in the market or is out of print, the borrower must pay double the cost of the lost material to the Librarian, who will issue a receipt (Form-6) to the payer and would purchase a book of equal value and make necessary entries in the Accession Register. The cost of the lost volume will be assessed by the Librarian.

(c) If the volume lost or damaged, forms part of a set and cannot be replaced without the whole set being replaced, the borrower shall replace the whole set. The damaged book or set shall then become the property of the borrower.

16. Library clearance certificate

(a) All departing trainees shall obtain a library clearance certificate from the Library (Form-7) to the effect that no books/reading materials or fees are due from them, before they hand over charge/are released by the Centre.

(b) No Officer or staff of the PRATC shall be released unless he obtains a clearance certificate from the Librarian.

17. stock-taking

At the beginning of each financial year stock-taking of the library books and reading materials will be done. During the stock-taking no book or reading material will be issued to anybody and no book and reading material will be allowed to remain under issue outside the library.

18. Library manners

(a) The library users are expected to conduct themselves in an orderly, disciplined and polite manner. Talking, eating and causing any disturbance to the quiet atmosphere of the library are strictly prohibited.

(b) Borrowers will be served on "first-come first-served" basis.

(c) Smoking is strictly prohibited inside the Library.

H/11/86
(A.K.M. Hedayetul Haq)
Rector

APPLICATION FOR MEMBERSHIP

TO

The Librarian
Bangladesh Public Administration Training Centre,
Savar, Dhaka.

Dear Sir,

I intend to be a member of the BPATC Library. I am a participant in the training programme of BPATC from to 198 as a trainee/instructor.

2. I have gone through the library procedures and undertake that I will abide by them.

3. I further declare that in case of violation of the procedure the BPATC Authority's decision in this regard will be final and binding on me.

yours faithfully,

Name in full :

Designation, Address & Date

.....

.....

Membership No.

To

The Librarian
Bangladesh public Administration training Centre,
Savar, Dhaka.

Dear sir,

I like to use the following books or reading material (s)
now under issue.

Sl.No.	Accession No./call No.	Author of the book	Title
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yours, faithfully,

signature :

Name:

Designation:

Date :

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA.

TO

Dear Sir,

Book/books as shown below was/were issued to you from this Library on the date(s) mentioned against each, is/are overdue for return.

Sl.No. 1	Accession No. 2	Title 3	Date of Issue 4
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The book/books is/are urgently required for the use of another member.

I, therefore, request you to return the book/books without further delay.

yours faithfully,

Librarian

REQUISITION SLIP FOR LIBRARY BOOKS, ETC

TO

The Librarian
Bangladesh Public Administration Training Centre,
Savar, Dhaka.

please issue the following Books/Journals for my use :

Call no.	Author	Title
1	2	3

Signature

Full Name

Date

Membership No.

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA.

TO

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.....
.....

The following publication(s) issued to you from this
library on may kindly be returned to the Library
by 198 for placing it/them in the "reserved list"
as the same is/are required by the participants of the training
courses.

.....

Librarian

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA.

LIBRARY RECEIPT

received a sum of Tk..... PS.....
from Mr./Ms.....
.....(identification) on account of damage to/loss of
..... borrowed by him from
this library on198 .

Librarian
date:



-: 12 :-

(Form-7)

BANGLADESH PUBLIC ADMINISTRATION TRAINING CENTRE
SAVAR, DHAKA.

LIBRARY CLEARANCE CERTIFICATE

Mr./MS a trainee at
BPATC participating in
course has returned all library books and reading materials issued
to him/her from this library. He/she has also cleared all dues.

Librarian