

Government of the People's Republic of Bangladesh  
Ministry of Cultural Affairs  
Government Special public library  
Tungipara, Gopalganj

**Library Rules**

**General Rules:**

1. Conduct not conducive to the proper use of the library is forbidden.
2. Noise, disturbance or unruly behaviour is forbidden in any part of the library.
3. Smoking, food and drinks are not allowed in the library.
4. Silence shall be observed in the public areas of the library. Mobile phones, pagers and watch alarms should be switched off before entering the library.
5. Users of the library should be decently dressed.
6. Loitering in the library is prohibited.
7. Library materials must not be taken out of the library unless a Library staff has properly issued them.
8. All books and personal belongings must be shown to the staff at the library exits whenever required to do so.
9. No bag, case, umbrella, personal book, CD-ROM, or floppy disk should be brought into the Library. They should be deposited at the property counter at one's own risk.
10. Library membership cards are not transferable and must be produced whenever requested by Library staff.
11. Library membership cards, when lost, must be reported immediately in person or by telephone to the Circulation Section. A lost library card may be replaced by a fee of Rs. 50/- along with an undertaking that the member concerned will be responsible for any book taken on the library card.
12. Mutilation and theft of library materials are offences punishable by law. Appropriate action will be taken by the Library against offenders.
13. Library books and documents must be treated with honour, so that it is prohibited to underline, write notes or pull out pages there from.
14. All dues to the library must be paid.
15. The library will not be held responsible for the loss of any personal belongings of users.

16. The members should inform the library their new designations, official addresses and addresses of communication as and when they move to new assignments or locations.

17. Following consultation, books should be left on the tables for the library staff to re-shelve them.

18. The library staff has the right to ask users to leave the library if they are inappropriately dressed or are causing a disturbance.

19. The library staff has the right to ask a non-member to leave the library.

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### **Membership of the Library**

**Membership of the Central Secretariat Library has categorized into following:**

Central Government Employees.

**Serving** :- A central government employee, whose office is located in Delhi NCR , may become a member of this library for a period of five years. His/her application should be recommended and duly forwarded by the administration wing of the Ministry/ Department/Office, where the applicant is employed. The recommending authority should certify that, the information provided in the form is correct, and will forward the application to CSL for enrolment duly after making the entry in applicants service book. The Central Government employee is entitled borrow four books from the library as per the rules of the library. The concerned forwarding office will assist the library in recovering overdue books or the price of books lost/damaged by the applicant. The applicant will be asked to obtain “No Demand Certificate” from CSL before relieving from his office.

**Retired** :- All retired Central Government employees are entitled to become member of the library by getting the membership form duly filled up by providing their PPO Number in the form. They are also required to deposit a refundable security of Rs. 500/- p.a. to borrow three books from the library.

### **Special Members**

Special Membership of the library can be given to eminent scholars, researchers, academicians and any other individual who is the resident of Delhi by submitting the required membership form along with two residential prove such as voter ID Card, Ration Card etc. and refundable security deposit of Rs. 500/- and non-refundable annual membership fee of Rs. 50...