

# **The M.P. Government Central Libraries Rules, 1964**

MADHYA PRADESH

India

## **The M.P. Government Central Libraries Rules, 1964**

### **Rule**

### **THE-M-P-GOVERNMENT-CENTRAL-LIBRARIES-RULES-1964 of 1964**

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The M.P. Government Central Libraries Rules, 1964 Published vide Notification 16075-2679-20-3, dated 17th October, 1964, published in the M.P. Rajpatra, Part 4 (Ga), dated 13-11-1964 at pages 728-738 In order to regulate the working of the Central Libraries in the State on a uniform basis the State Government have approved the Madhya Pradesh Central Libraries Rules, 1964 which are appended herewith. In supersession of all rules on the subject the State Government hereby makes the following rules to regulate the working of the Government Central Libraries in the State and for the guidance of the public, namely

#### **1.**

(1) These rules shall be called the Madhya Pradesh Government Libraries Rules, 1963. (2) They shall be applicable to the following Central Libraries established by the Government of Madhya Pradesh and controlled by the Director of Public Instructions, Madhya Pradesh : (a) The Central Library, Jabalpur; (b) The Maulana Azad Central Library, Bhopal; (c) The Central Library, Lashkar (Gwalior); (d) The Venkat Vidya Sadan and Gandhi Pustakalaya, Rewa, and (e) The Central Library, Indore. (2) These rules shall come into force from the date of their publication in the Madhya Pradesh Gazette or from such other date as the State Government may report approval.

#### **2. Definitions.**

- In these rules, unless the context otherwise requires- (a) the "Chief Librarian" means- (1) the Chief Librarian, Central Library, Jabalpur; (2) the Regional Librarian, Maulana Azad Central Library Bhopal; (3) The Regional Librarian, Central Library, Lashkar (Gwalior); (4) the Regional Librarian, Venkat Vidya Sadan and Gandhi Pustakalaya, Rewa; and (5) the Librarian, Central Library, Indore; (b) "Director" means the Director of Public Instruction, Madhya Pradesh; (c) "Library" means

the Central libraries referred to in Rule 1 (2);(d)the "Resources of the Library" means and may include;(i)books (including pamphlets, leaflets, brochures etc.);(ii)manuscripts;(iii)maps and charts;(iv)periodicals;(v)films, film strips, micro-films, slides, projector and other cine-instruments;(vi)sound records, gramophone, radio, amplifier, loudspeakers etc.;(vii)photos and paintings;(viii)toys and other museum articles;(ix)scientific instruments and apparatus;(x)sports articles;(xi)furniture; and(xii)building and open ground;(e)the "State Government" means the Government of Madhya Pradesh.(f)the "member" means a person duly admitted to the membership of the library in accordance with the rules;(g)the "Gazette" means the Government Gazette of Madhya Pradesh.

### **3.**

These rules shall relate in general to the use of the resources of the libraries mentioned in Rule 2 (d) above and which may be available at the time these rules come into force or may be continued from time to time, thereafter by the members of the public, and, in particular, to the following :-(a)extent of jurisdiction;(b)working days and hours;(c)admission, determination and expulsion of members and privileges of membership; and(d)loan and use of reading materials and other materials kept in the libraries.

### **4. Jurisdiction.**

(a)The jurisdiction of the library shall be limited to the municipal or corporation limit of the city where the library is situated.(b)The jurisdiction of a library may be extended to the revenue district or parts thereof where it is situated and to other revenue districts of the Division or parts thereof, by the Director.(c)The jurisdiction of the library may be withdrawn wholly or partly at any time by the Director.(d)Any extension or withdrawal of jurisdiction shall be duly notified in the Gazette.

### **5. Working days and hours.**

(a)The library will remain open on all days of the year (including Sundays and general holidays sanctioned by the State Government) except on the following holidays :-(i)Republic Day - 26th January;(ii)Independence Day -15 August; and(iii)Mahatma Gandhi's Birthday - 2nd October; and(b)On the days declared by the Commissioner of the Division or the Collector of the District as local holidays or specially declared by the State Government to be holidays.(c)The library or any section thereof may be temporarily closed for a specified period by the Chief Librarian with the prior approval of the Director.(d)The library shall remain open from 7.30 a.m. to 10.30 a.m. and 5.30 p.m. to 8.30 p.m., on Sundays and general holidays [except those days referred to in sub-rules (a) and (b) of Rule 5 above], by the Chief Librarian with the prior approval of the Director.(e)If necessary, only Reading Room of the Library shall remain open from 7.30 a.m. to 10.30 a.m. and 5.30 to 8.30 p.m. on Sundays and general holidays [except those days referred to in sub-rules (a) and (b) of Rule 5 above] by the Chief Librarian with the prior approval of the Director.

## 6. Admission, termination and expulsion of a person or member.

- (i) General. - (a) No person, who is not of sound mind, or cleanly in person, or properly dressed, shall be admitted to the library or any section thereof.(b)Sticks, umbrellas, boxes and other receptacles and such other articles as may be prohibited by the library staff on duty shall be left at the entrance with the chaukidar or the servant on duty.(c)Dogs and other animals shall not be admitted.(d)Silence shall be strictly observed within the library buildings.(e)Spitting and smoking shall be strictly prohibited.(f)Sleeping is strictly prohibited.(g)No person shall write upon, damage, or make any mark upon any sources of the Library.(h)No tracing or mechanical reproduction shall be made without express permission from the Chief Librarian.(i)A person shall be responsible for any damage or injury done to the resources of the library or other property belonging to the library and shall be required to replace such resources or property damaged or injured or to pay the value thereof inclusive of postal and other charges as may be fixed by the Chief Librarian.(j)in the case of children-member of their patents or guardians, shall be held responsible and liable to pay for any damage or injury in accordance with sub-rule (1) above.(k)A person desirous of using the library shall have to enter his name and address legibly in the registers that may be kept for the purpose before entering the library or any sections thereofSuch entry shall be taken as an acknowledgement that the person agrees to conform to the rules of the library.(l)Case of incivility or other failure in the service should be reported immediately to the Chief Librarian or his deputy during his absence.(m)The decision of the librarian or his deputy during his absence in regard to these matters shall be final.(ii)Qualification of Membership. - (a) A person desirous of using the library and being enrolled as a member shall be-(i)not less than eighteen years of age;(ii)a bona fide resident of Madhya Pradesh; and(iii)residing within the jurisdiction of the library.(iii)Mode of Admission. - (A) Every intending member shall apply to the Chief Librarian in the prescribed form which will be supplied free of cost, with the recommendation of any one of the following persons :-(a)Members of Parliament (Lok Sabha and Rajya Sabha) from the State;(b)Members of the State Legislative Assembly or Council;(c)Members of the Local Municipality or Corporation, and its Chief Executive Officer or Secretary;(d)Gazetted Officers of the State;(e)Honorary Magistrates;(f)Retired Gazetted Officers of the State;(g)Principals of the recognised colleges and Higher Secondary Schools, Multi-purpose Schools etc. (only in case of Teachers working under them or students on the roll of their institutions);(h)Heads and Proprietors of Registered firms (for their employees only);and shall have to furnish the under-mentioned particulars about himself or herself;(i)his or her full name;(ii)his or her permanent address;(iii)his or her local or present address;(iv)his or her age and date of birth;(v)his or her profession;(vi)specimen of his or her signature; and(vii)a suitable reference.(B)The Persons named above i.e. from (a) to (g) in sub-rule (A) of Rule 6 (iii) above shall be exempt from producing a reference for themselves.(C)The Chief Librarian may, however, accept any recommendation he considers enough.(iv)Fees. - Following fee shall be chargeable from a member,-(i)an admission fee of Re. 1/- (Rupee one only).(ii)an amount of Re. 0.25 paise only on account of supply of a copy of these rules.(v)Deposit. - (i) Every intending member who is desirous of borrowing books on loan from the library shall deposit of Rs. 5/- (Rupees five only) as security in addition to the fees mentioned in Clause (a) above. The deposit is taken to cover the value of the book lent. Even a higher amount than the minimum deposit shall have to be paid if the nature of the book to be lent so demands. The deposit money must always be paid in advance. The Chief Librarian, may, however, waive these conditions in such cases as he thinks fit. The maximum

amount that can be deposited will be Rs. 20/- (Rupees Twenty only).(ii)In the case of a permanent and Non-gazetted Government employee no deposit shall be required-(a)if his total emoluments do not exceed Rs. 300/- per month; and(b)if his name is recommended by the Head of the Department or Office or his nominee in the prescribed form :Provided that the nominee so authorised to recommend the name of the Government employee should not be below the rank of a Gazetted Officer and should be an officer of his office.(iii)The facility provided under Rule V (ii) may be extended to a temporary Government servant who has rendered more than one year's continuous service at the discretion of the Head of the Department or Office.(vi)Conditions of admittance to the Reading Room. - (a) Admission to the Reading Room shall be open to all those persons who are :-(i)above 12 years of age;(ii)bona fide residents of Madhya Pradesh; and(iii)residing within the jurisdiction of the library.(b)Every intending person desirous of using the Reading Room only shall apply to the Chief Librarian in the same manner as provided in item (a) of Clause (iii) of the rules above and shall have to pay the following fees :-(i)an admission fee of Re. 0.25 Paise (Twenty-five paise) only;(ii)an amount of Re. 0.25 Paise (Twenty-five paise only) on account of supply of copy of these rules.(vii)A person admitted to membership under Rule (ii) above shall not be required to apply separately for admission to the Reading Room, nor shall be required to pay fees mentioned in (vi) (b) above.(viii)A casual visitor who may or may not be a resident of Madhya Pradesh may be admitted to the Reading Room on application to the Chief Librarian for a period of not more than seven consecutive days.(ix)Admission to the Reference and Study sections. - (a) Admission to the Reference and Study sections, where provided, shall be restricted to members enrolled in accordance with Clauses (iii) and (v) of the rules.(b)Every member desirous of using the Reference and Study sections shall apply to the Chief Librarian in writing and obtain his permission.(c)The Chief Librarian may, in his discretion, ask a member to deposit any additional amount but not exceeding Rs. 25/- (Rupees Twenty-five only), for the purpose.(x)Admission to the Children's Library-cum-Museum. - (a) A child between the ages of 6 and 12 years of age shall be admitted to the Children's Library-cum-Museum Library provided his or her father or mother or legal guardian furnishes the particulars about himself or herself mentioned in item (a) of Clause (iii) of the rules as well as particulars, about the child in the prescribed form and pays the following fees :-(i)an admission fee of Re. 0.25 Paise only.(ii)an amount of Re. 0.25 Paise only on account of supply of a copy of these rules.(b)An amount of Re. 1/- (Rupee one only) shall have to be deposited if the child wishes to have one volume on loan from the Children's Library.(c)The Chief Librarian may demand a higher amount of deposit but not exceeding Rupees five only if the nature of the volume lent so demands. The Chief Librarian may, however, waive this condition in such cases as he thinks fit.(d)The Chief Librarian or his deputy in his absence may allow at his discretion a person to enter the Children's Library-cum-Museum for the purpose of seeing the library and museum only for a day and for a specified period.(xi)Privileges of members. - (a) Each member admitted to the membership of the library shall be given a member's ticket for every deposit of Rs. 5/- and shall be entitled to borrow one volume or one back number of a periodical on that ticket at a time.(b)If the cost of the volume exceed the amount of deposit it will be issued only on payment of additional requisite deposit of Rupees five and surrendering the appropriate number of tickets.(c)A volume will be lent to a member only in exchange on his ticket or tickets, as the case may be.(d)Each member may have on loan not more than four separate volumes at one time if he holds four ticket and the cost of each volume does not exceed the appropriate amount of deposit i.e. Rs. 5/-(e)In the case of invalid or lady members volumes may be delivered to their authorised persons who may be

nominated by them for a specific period in the prescribed form. It shall be at the discretion of the Chief Librarian to accept such a nomination. The Chief Librarian may, however, waive this condition in special cases.(f)Each member admitted to the membership of the library shall be given a Reader's Ticket. This ticket should be produced when demanded by the library staff on duty.(g)Each member having a reader's ticket shall be entitled to issue one back number of a periodical from the Reading Room.(h)Each child member admitted to the Children's Library shall be given a member's ticket or reader's ticket, as the case may be.(i)A member's ticket or reader's ticket, as the case may be, is not transferable and the members are not allowed to sublend the volumes or periodicals of the library.

## **7. Termination of membership.**

(a)A member may terminate his membership at any time he desires; provided that-(i)he gives in writing a clear one week's notice;(ii)he surrenders his tickets and deposit receipts along with the application.(b)No deposit shall be repaid until all the dues outstanding against the member (including volumes or periodicals) have been paid and all his member's ticket have been duly returned.(c)In the event of death of a member, his legal heirs may apply for withdrawal of membership and refund of deposit by producing a satisfactory evidence of his being the legal heir and acceptable to the Chief Librarian.(d)If the legal heir of the deceased member fails to apply for refund of deposit within a period of three years from the date of death of the member, no claim shall be entertained thereafter and the deposit amount shall be forfeited and the membership shall be cancelled.(e)If the deposit receipt is lost, the member shall have to produce again a certificate alongwith a specimen of his signature from the person mentioned in item (A) of Clause (iii) of Rule 6 to the effect that he is the same person who was recommended for membership.(f)If the signature on the application made for withdrawal of membership does not tally with the specimen of his signature made at the time of enrolment of membership, the deposit will not be refunded until he produces a certificate in accordance with sub-clause (e) of this rule.(g)If a member fails to use the resources of the Library as provided in these rules for a consecutive period of three months without giving proper intimation or cause in writing his membership will be terminated after giving him a week's notice. Such notice will be sent to him at the local address given by him in his application.(h)If, on termination of his membership a member fails to surrender his tickets and to pay any charges outstanding against him and to obtain refund of his deposit amount by applying for the same within a period of three months from the date of termination, his deposit amount will be forfeited and no claim thereafter will be entertained.(i)The membership of child member shall automatically cease on his attaining the age of 12 years. In that case his father or mother or guardian shall be duly notified to this effect and the deposit amount, if any, shall be refunded to him in accordance with the procedure in these rules.

## **8. Expulsion from membership.**

(a)If a member infringes any one of these rules he shall be expelled from membership and the amount of deposit shall be forfeited.(b)If the dues outstanding against him are not paid within a period of two months from their due date, a member may be expelled from the membership. The outstanding dues shall be recovered from the amount of his deposit and the rest of the deposit amount shall be forfeited.(c)A member shall be expelled from membership if he misbehaves and or

fails to comply with the instructions or orders of the Chief Librarian or the library staff on duty. He will, however, be given a chance to explain himself personally before such action is taken.(d)A casual visitor shall be turned out of the library if he is found to be misbehaving or disobeying the instructions of the Chief Librarian or the library staff on duty and shall not be allowed to enter the library again.

## 9. Re-admission to membership.

(a)A member who has withdrawn his membership may be re-admitted to membership in accordance with the procedure laid down in these rules.(b)An expelled member or visitor or a member whose membership has been terminated shall not be readmitted to the library unless he makes suitable amends to the satisfaction of the Chief Librarian as the latter may consider proper.

## 10. Loan of books and periodicals.

(a)Ordinarily a volume will be lent for a period of 14 days from the date of issue.(b)The Chief Librarian may, however, issue certain volumes even for a lesser period than 14 days.(c)A member must make his own arrangements for carrying the volumes issued to him.(d)In the case of periodicals and pamphlets etc. a member may have a back number issued to him for a limited period as mentioned below :-

1. Dailies	One day
2. Weeklies, by-weeklies, fortnightlies	Three days
3. Monthlies, quarterlies, bi-annuals or annuals	Ten days
4. Periodicals, pamphlets, brochures, etc.	Seven days.

(e)Before leaving the counter, the member shall satisfy himself as to whether the volume or periodical etc. lent to him is in sound condition and if not he shall immediately bring the matter to the notice of the Chief Librarian or the Library staff on duty; otherwise he is liable to be held responsible for its replacement by a sound copy. If one volume of a set is injured or lost the whole set shall be liable to be replaced, the value inclusive of postage and packing charges as may be fixed by the Chief Librarian being immediately remitted to the library for return after the set is actually replaced.(f)Periodical publications, dictionaries, works which might be difficult to replace and such other works as may be declared reference books by the Chief Librarian shall not be lent out.(g)All volumes and periodicals etc. lent out shall be returned on due dates at the expiry of the period fixed from the date of issue.(h)Volumes or periodicals which are temporarily in special demand may be lent for such shorter period as may be necessary or may be temporarily declared reference books.(i)Loan may at any time be terminated by the Chief Librarian.(j)If a volume is not returned to the library on due date, an overdue charge of the five paise per volume per day shall be levied. This charge will be inclusive of Sundays and Holidays.(k)If a periodical, pamphlet or brochure is not returned on due date, an overdue charge of two paise per periodical etc. per day (inclusive of Sundays and holidays) shall be levied.(l)In the case of children-members of the Children's Library-cum-Museum no overdue charge shall be levied but their cards may be withheld for such period as may be deemed fit by the Chief Librarian. But if the volume or periodical is not returned

within a month from the date, due from return, then the overdue charge of 5 paise or 2 paise per column or periodical per day shall be levied and recovered from their guardians.(m)No remission of overdue charges will be granted, except in the case where it exceeds the cost of the volume or periodical (including postal and other charges), the overdue, charges may be limited to that extent only and if the Chief Librarian is satisfied with the explanation offered for late return by the member.(n)The volume or periodical etc. should not be disfigured by any kind of writing, marks, etc. or damaged or injured in any way. Such disfigured, damaged or injured volumes or periodicals shall not be accepted on return but the member shall be held responsible and shall have to make good the loss either by replacing them by a sound copy or by paying the cost of the volume inclusive of postal and other charges as may be fixed by the Chief Librarian. If the volume belongs to a set, the whole set is liable to be replaced.On return of a volume or periodicals to the library on or before due date the member's ticket shall be returned to him. But it shall be withheld until the overdue charges or any other charges under Clauses (i), (j), (k) and (l) of this rule are paid and receipt obtained.

## **11. Period of borrowing books.**

- The period of borrowing books may be renewed for a further period of one week provided-(A)(a)The application for renewal is made to the Chief Librarian not less than three days before the due date of return;(b)No other member has applied for the volume or periodical, etc. in the meantime and has reserved the same;(c)The Chief Librarian or his deputy in his absence is satisfied that the volume or periodical etc. is not likely to be demanded during the period of renewal.(B)Not more than three consecutive renewals shall be allowed for the same volume or periodical etc. without its production in the library for inspection.

## **12.**

(a)On applications sent either through post or bearer shall be treated in the same manner as provided in Rule 11. If condition rule prescribed in item (b) of Clause (A) of Rule 11 is not satisfied, the Chief Librarian shall cause a letter to that effect to be posted to the member concerned at his local address or address given in the application for renewal, and the volumes or periodicals, etc. shall have to be returned on or before the due date.(b)A mere application sent through post or bearer for renewal will not absolve the member concerned from paying overdue charges if the renewal is not granted and the volumes or periodicals etc. are not returned on or before the due date.(c)If the renewal is granted, the member shall be duly notified on or before the due date but no intimation will be given in case renewal is not granted.(d)The renewal shall be made at the discretion of the Chief Librarian or his deputy in his absence. The Chief Librarian may refuse renewal without assigning any reasons therefor.

## **13.**

A member may reserve a volume to be loaned to him by applying on a prescribed form and paying a charge of five paise per volume to cover postal charges for being informed of the reservation of the period of reservation during which it will be issued to him in the same manner as provided under these rules.

## **14.**

If the member fails to get the volume reserved for him issued to him within the period of reservation communicated to him, the reservation shall stand cancelled.

## **15.**

(a) A member, who has lost a ticket, shall make a written report of the same to the Chief Librarian. (b) One month's time shall elapse after the date of such notice before a duplicate ticket can be issued. During this period, the member shall attempt to trace and recover the ticket, if possible, and send a second report at the end of the period, stating the result of his endeavours. (c) If the ticket has not been traced the member shall give an undertaking in the prescribed form and pay a charge of rupee one only for each duplicate ticket required. (d) After the receipt of the undertaking and the requisite charges, the duplicate ticket will be issued. (e) If the ticket is damaged, torn or mutilated in any way, a duplicate ticket will be issued only on application and production of the original ticket and on payment of 0.50 paise by the member concerned. (f) A duplicate ticket may be issued free of charge at the end of a period or 3 years of the date of issue, if it is found to have been rendered useless by constant use and wear and tear. In such case the original ticket will have to be deposited with the library. (g) If a member, who has lost one or more of his tickets, applies for withdrawal of deposit amount, no action will be taken on such application till the expiry of one month after the receipt of loss of report. In that case the procedure laid down in these rules will be followed. The deposit amount shall then be refunded in the usual way. (h) A member shall not be allowed to borrow volumes on other tickets until he has paid the overdue charges outstanding against a particular ticket.

## **16. Borrowing of volumes and Periodicals, etc. to the Children-members.**

(a) A child-member shall be entitled to read books and periodicals in the library itself. (b) A child-member who holds a member's ticket shall be entitled to borrow one volume at a time from the library. (c) The children-members shall be allowed use of toys, games, sports and other articles provided for their entertainment and instructions as far as it may be possible for the library staff to arrange. No charge will be levied for their use or damage or injury caused in the ordinary course. But if it is found that a child-member has deliberately and mischievously broken or damaged the article etc. his membership may be cancelled and his guardian shall be held liable to pay damages thereof. A child-member or a visitor shall not touch or handle the articles kept in the museum for show.

## **17. Reference and Study section.**

(a) Admission to the Reference and Study section may be limited at any time by the Chief Librarian as the circumstances may warrant. (b) A member shall consult the books in section only and shall not take them out. After consultation he will leave the books on the reading table or desk and shall not keep them elsewhere or shall return to the library staff on duty if instructed. (c) A member desirous



of consulting the books for research or study in any particular subject shall apply in writing to the Chief Librarian. Such application should be certified by the Principal of the College or the Head of the Department of the subject or the Professor under whose guidance he is doing research. In the case of a member not attending any college but who is desirous of pursuing studies in a particular subject privately he shall produce a suitable reference from the person mentioned in Item A of Clause (iii) of Rule 6 of these rules.(d)It will be at the discretion of the Chief Librarian to grant permission for a specific period only.(e)On being permitted a member may be provided with a separate seat if it be possible to arrange and he may have the books kept apart exclusively for him both from the reference section as well as from the general stock as far as may be possible.(f)A member may take notes from the books for which he may be permitted to carry the requisite writing material such as blank papers, note books, pen and pencil etc. But no tracing or mechanical reproduction shall be made without the express permission of the Chief Librarian or his deputy in his absence.

## **18. Reading Room.**

(a)A member shall read the periodicals, pamphlets or brochures, etc. in the Reading Room only and shall not remove them elsewhere if fixed on tables or stands.(b)A member may consult the available back number of the periodicals in the Reading Room only.

## **19. General.**

(a)The Chief Librarian may permit with the prior sanction of the Director the use of the premises of the library or any portion thereof, furniture and other articles as he may think proper, to a cultural or learned body for holding meetings, shows, etc. on application. Such application should be given at least a fortnight before the date of holding.(b)It shall be at the discretion of the Director to grant permission on such terms and conditions he may consider proper or to refuse without assigning any reasons therefor.(c)The Chief Librarian or his deputy in his absence shall have the right to ask the organisers to close the meeting, show, etc. (for which permission is given) if any time during the period he apprehends breach of peace and order.(d)The Chief Librarian may himself arrange for the meetings, shows, etc. intended for the enlightenment and entertainment of the public. Admission to such meetings, shows, etc. may be restricted to invitees or members of the library.The Chief Librarian may close the library or any of its sections temporarily in the event of meetings, shows, etc. being held.(e)No articles other than books and periodicals shall be lent out to any one for use outside the library without the sanction of the Director. The Director may in his discretion permit temporary loan of such articles on such terms and conditions as he may consider proper or may refuse permission without assigning any reasons therefor.(f)Loan of books and periodicals to a Government Department or to any recognised Institution for use for a limited period only may be permitted by the Chief Librarian or his deputy during his absence upon a written demand from the Head of the Department or office or institution. Any loss, damage or injury to the books and periodicals so lent out shall have to be made good for the borrower as provided in the rules. Arrangements for carrying and returning the books and periodicals shall be made by the borrower.(g)Any person, whether a member or a visitor, using any mode of conveyance shall, on entering the premises of the library, park his conveyance at the specified place only and shall not

leave it elsewhere. If a cycle stand is provided for, the cycle shall be kept there on payment of such charges as may be fixed by the Chief Librarian from time to time.(h)The staff of the library, whether permanent or temporary, shall also be governed by these rules and shall not be entitled to any special facilities except as provided for in the rules.(i)The decision of the Chief Librarian or of his deputy during his absence in regard to all matters concerning him and which may or may not have been expressly stated in these rules shall be final and no reason shall be assigned therefor.(j)The decision of the Director in regard to those matters which concerns him under these rules shall be final and no reasons shall be assigned therefor.