**CEYLON ELECTRICITY BOARD LIBRARY**

**LIBRARY RULES**

**(Revised : October 2006)**

1. Membership of the Library is open to all permanent employees of Ceylon Electricity Board.
2. Members will be enrolled on the submission of the specimen form, which would be obtained from the Librarian on request
3. The Library comprises of a Lending and a Reference Section. Each Member will be entitled to borrow (02) books at a time from the lending section, and one book from the reference section. Members are responsible for the books so taken over.
4. Library books in the Lending Section will be loaned for a period of (14) days fourteen days only. This period may be extended by another (14) fourteen days provided no requests have been made for the books by any other member.
5. Maximum of only (03) extensions will be granted on Books borrowed by members.
6. Library books in the Reference Section will be issued for day time reference only. Members are informed that these reference books could be removed out of the library but should not be taken out of the Headquarters premises. All such day reference books shall be returned before the end of the day. Certain References Books will be available for reference in the library only.
7. A fine of One Rupee (Rs. 1/-) per day per books will be levied on books that are overdue and such fines shall be paid by members to the Librarian.
8. Members are entitled to borrow two back dated periodicals/magazines for a period of 07 days. However, a fine of One Rupee (Rs. 1/-) per day for each periodical/magazine so borrowed, will be imposed if not returned on the due date.
9. Members should not write, Scribble, mark or otherwise damage books/periodicals/magazines issued to them. Any damage or marking on books should be brought to the notice of the librarian before removing them from the library. The Borrower will be held responsible for any such damage to books not reported at the time of borrowing.
10. Books that are lost or damaged must be replaced or the cost of such books shall be charged to the borrower as determined by the Librarian.
11. Periodicals, Foreign Journal, Annual Reports of State Corporation and Board, Administration of Govt. Departments, Project Reports, British Standards, IEC and ISO publication, Dictionaries, Glossaries, Encyclopedias, Legislative Enactments, Govt. Gazettes etc. are available to members for reference.

(THE ABOVE RULES ARE SUBJECT TO REVISION FROM TIME TO TIME)