

## LIBRARY

The library of **HINDI TEACHERS' TRAINING INSTITUTE. CUTTACK** is one of the rarest and oldest libraries in the state. It can boast of having around 20,000 reference books of interdisciplinary subject areas. The Library also subscribes more than 15 National Journals on Education. The rules of the library are given below.

1. Books, Magazines etc. of the library will be issued to the students and staff.
2. The Library will remain open on all working days from 10-30 A.M. to 4-30 P.M. Books can be borrowed or returned between 1 P.M. and 3-30 P.M.
3. Each borrower must examine the condition of the books when those are issued. Books, magazines etc. should be returned in good condition and if damaged or lost should be replaced immediately, failing which 3 times of the cost shall be realized [as per letter No. 2G-29-86C, 2-45546, dt. 18-10-86 of Deputy Director (Gen.), Orissa (Higher Education), Bhubaneswar].
4. Anybody in possession of book/books of the Library shall return it/them within two weeks to the Library normally but within two days when he/she receives a requisition notice from the Librarian for the return of the book/books.
5. No book shall be taken out of the Library without the knowledge of the Librarian and until it has been properly entered in the Loan Register and the entry attested by the borrower.
6. Books shall be returned to the Library before the College closes for a long vacation on or before the date notified for the purpose.
7. If any borrower keeps a library book in his or her possession for more than the time allowed for the purpose, no more book will be issued to him/her until the book is restored to the library. In extreme cases the privileges of using the library may be denied to such borrowers.
8. Reference books, rare books, single books, current issues of magazines etc. shall not be issued by the Librarian without the special permission of the Principal.
9. All the inmates of the library are expected to observe silence. The Librarian is to see that the rules of Library are observed.
10. The following is a list showing the maximum number of books that can be issued to various classes of borrowers at a time.
  - o Members of the Teaching Staff — 20 books for 30 Days
  - o B.H.Ed. Students — 03 books for 15 Days
  - o Members of the Office Staff — 02 books for 15 Days
11. When the date for return of a book falls due on a holiday, it should be returned on the reopening day.
12. A Book once issued to a borrower may be re-issued to him only when nobody else wants to take that book. Books for re-issue will be presented to the Librarian for necessary entries in the Register.
13. No original or other notes or markings shall be made in the Library books, nor shall any picture or page be removed or torn or otherwise disfigured. In such cases, the borrower may be asked to replace the book, failing which three times of the cost of the

book shall be realized.

14. Smoking and gossiping inside the Library are strictly forbidden.

15. All the books shall be returned within the period allowed, failing which the matter will be reported to the Principal for taking disciplinary action.

16. Fine at the rate of 25 paisa per book per day will be collected from the students who fail to return the books within the specific period.

17. Students should put their requisition slips for books, journals etc. in the Requisition Box placed on a table in the Reading Room before 1 P.M. The requisition slips are available in the Library.

18. The Principal reserves the right of refusing issue of books to persons who will violate the rules of the Library.

19. There is a reading room with reference books, journals and dissertations. The students are expected to use the Reading Room from 10-30 A.M. to 4-30 P.M. on each working day during their leisure periods. Under no circumstances, books, journals and dissertations will be issued to the student

#### Facilities

- The Institute Facilities
- Hostel Facilities

#### Department of Publication and Special Programmes

##### Functions:

- To develop Instructional packages.
- To bring out the Calendar, Magazine, News letter and other publications of the Institute. The department is manned by one Reader and three Lecturers.

#### Incentives (Scholarships, Awards)

##### Scholarships

The objective of this fund is to render financial assistance to poor students to meet their examination fee or to purchase books or for such similar expenses.

##### (b) National Loan Scholarship

The National Loan Scholarship will be available to a limited number of B.H.Ed. students every year from the office of the Director, Higher Education, Orissa as per the Govt. rules.

##### The Institute Awards

The following prizes are awarded to students every year during the Annual functions.

Awards Purpose Nature Donor