

RAMAKRISHNA MATH, PUNE
LIBRARY RULES & REGULATIONS

1. The library in the Math, consists of books on Philosophy, Religion, Spirituality, Science, Social Sciences, Biographies of Legendaries and Spiritual personalities as well as Reference books (Encyclopedias, Jnanakoshas, Dictionaries, Magazines, etc.)
2. Sitting in the library and reading (books etc) is free of cost. Membership is not required for this facility. The books belonging to sources other than our library are not allowed to be read in the library.
3. For reviewing the available list of books in the library, please refer to the 'Card Registration Set' in Marathi, Hindi, English and Sanskrit languages. Please ask the librarian for any books required by mentioning the Book number on the slip provided or request the librarian to find out the Book number on Computer.
4. Reference books are for reading in the library only. They are not allowed to be carried out of the library.
5. The members should fully co-operate with the library staff. They are expected to maintain clean and peaceful atmosphere in the library and surroundings.
6. Please switch off your mobiles before entering the library premises and maintain silence.
7. The working hours of the library :
8:30 am to 11:30 am & 5:30 pm to 8:00 pm
(The library will remain closed on Wednesdays and public holidays)
8. Library Subscription - Rs.200 (towards Library Deposit) +
Annual Subscription (for library year April to March) – Rs 120/-
9. The members can borrow two books at a time. Books are issued for a period of 15 days. The books can be renewed maximum only twice.
10. The renewal of the books can also be done by phone call. While renewing on phone, please mention your membership number and the issued book number.
Phone No.s : 8275375396, 24335132, 24333727 ext. 27.
email : library@rkmpune.org

11. The members should handle the books very carefully. Please do not underline the sentences or put your own comments on any page. Also proper care should be taken not to spoil any book in any way. Members are kindly requested to avoid any misuse of the books which will inconvenience or come in the way of the reading experience of other users.
12. In case any book is spoiled, then the member should replace the book with a new copy or should pay in full the cost of the new edition of that book. If the book is out of stock in the market, the concerned member must procure such book from other sources or submit a Xerox copy of such book to the library.
13. In the following cases the Membership will get cancelled :
 - (a) If the member wishes to discontinue.
 - (b) If the member does not pay library subscription for more than one year or does not intimate anything in this respect.
 - (c) In case of any misbehavior / misconduct by the member in respect of purity and discipline of the library.
 - (d) In case the membership gets cancelled due to reasons mentioned above in (b) and (c), the amount of deposit will not be returned to the member.
14. In case any member who has cancelled his membership does not collect the deposit amount within six months, the said amount will be deposited as donation to the Ramakrishna Math and it will not be returned to the concerned person nor any interest thereupon will be paid.
15. Any change in the information related to address, telephone numbers, etc. of the member should be immediately reported to the library.
16. Exchange of books should be done only through the Librarian and the same should be registered and ensured carefully.
17. The Adyaksha of the Math has reserved the rights to amend the library rules and regulations as and when necessary. The amended rules will be displayed on the notice board from time to time.

Librarian, Ramakrishna Math, Pune