

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
STAFF WELFARE ORGANISATION.

LIBRARY

RULES GOVERNING THE USE OF STAFF
WELFARE LIBRARIES IN PAKISTAN.

No. SWD-15(15)/85. In exercise of the powers conferred by the Fundamental Rules 45, the Establishment Division in the Government of Pakistan is pleased to make the rules for the use of Staff Welfare Libraries in Pakistan.

1. Short Title and Commencement

- i) These rules may be called "Use of Staff Welfare Libraries in Pakistan Rules, 1985".
- ii) They shall come into force at once.

2. Definitions

In these Rules, unless there is any thing repugnant in the subject or context:-

- i) LIBRARY - Shall mean the Staff Welfare Library, including Reading, Reference Rooms, Children Library wherever established/to be established by Staff Welfare Organisation in Pakistan.
- ii) BOOKS - Shall mean any and every book, Journal, pamphlet-periodical, document, map, chart, autograph, microfilm, tape records, newspaper or any other article of a like nature forming part of the contents of the Library.
- iii) AUTHORITY - Shall mean Director General, Staff Welfare Organisation, Establishment Division, Government of Pakistan, Islamabad, and/or any other Officer authorised by him to take appropriate action on all matters relating to the Library.
- iv) THE LIBRARIAN Shall mean the person appointed as such or any other person employed by the Staff Welfare Organisation for the purpose of its functions.
- v) MEMBERS - Shall mean registered members of the Library as laid down in Rule 4-6 of Part-I.
- vi) LIBRARY COMMITTEE - Shall mean:
 - a) An Advisory Committee on all matters pertaining to Library's affairs.
 - b) The Library Committee shall comprise of the following members:
 - i) Chairman: to be appointed by the Authority.
 - ii) Members: to be appointed by the Authority in consultation with the Chairman, Library Committee if the Authority deems it necessary. The Chairman and the member shall cease to be as such due to inaction on their part and such cesses shall be decided by the Authority. The appeal against decision of the Authority shall lie with the Secretary Establishment Division Government of Pakistan.
 - iii) Secretary: Shall mean Chief Welfare Officer-II, Staff Welfare Organisation and shall be the ex-Officio Member/Secretary to the Library Committee.

iv) Tenure: Tenure of the Library Committee shall be fixed by the Authority who can also curtail the tenure without assigning any reason thereof.

c) Library Committee shall lay down the procedure/rules for the use of Library, purchase procedures for books, equipment and furniture for the Library, and take necessary steps to procure books from various National and International agencies. The Committee shall amend alter or add any rule to these Rules/Procedures/Rules. Amendments and alterations shall be subject to approval by the Authority.

vii) SERVICES. Shall mean the procurement and provision of reading materials and providing of reference facilities, and shall also include a voluntary help, aid or guidance given personally by the Library staff on duty in the actual locating of the desired material or information in the Library.

viii) PROPERTY. Shall include all moveable and immovable properties of the Library.

ix) VOLUME Shall mean each copy of book.

x) DATE DUE. Shall mean the day by which a Member is required to return any volume issued to him/her on loan from the Library.

xi) DUES: Shall mean any property of the Library outstanding against the Member or the price(double + 25% departmental charges) thereof, fine or surcharge levied on wilful retention of a volume even after he/she has been officially served with notices twice thereto.

xii) INTER LIBRARY LOAN: Shall mean giving or taking of books and other material on loan under mutually agreed terms with other Libraries and agencies.

PART - I

RULES

LIBRARY HOURS

- 1) The Library shall remain open for service according to the working hours to be fixed by the Library Committee from time to time.
- 2) The Library working hours and days may be changed from time to time by the Library Committee if circumstances call for such an action.
- 3) The timing shall be displayed prominently in the Library.

ADMINISTRATION AND LOAN PRIVILEGES

- 4) Following categories of persons shall be allowed use of the Library resources.
 - a) Federal Government Employees.
 - b) Provincial Government Employees.
 - c) Employees of Autonomous/Semi-Autonomous Bodies.
 - d) Dependants of employees and includes those entirely and solely dependants on employees in (a), (b) and (c) above. An affidavit to this effect will be furnished by the employee in (a), (b) and (c) above, and he would stand surety, for the purpose of these Rules. The Library Committee is competent to specify the dependant.

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CONDITION OF LOAN

- Persons desirous of using the Library must get themselves registered by applying for Library membership to the Librarian on a prescribed application form obtainable from the Library. Such application forms shall come through Heads of respective offices/bodies, duly attested by them.
- 6) Membership shall be given on the approval of Chief Welfare Officer-II and two Library cards will be issued in the name of each member.
 - 7) If a member loses his Library card, he shall immediately make a written report to the Librarian, otherwise, he will be held responsible for the book issued against such a card. Duplicate card shall be issued on payment of Rs.5/- Lost card will not be replaced more than once.
 - 8) Each member shall be entitled to have on loan not more than two books at a time for a period of 15 days each. However, books temporarily in special demand may be lent for a shorter period as may be considered by the Chief Welfare Officer-II. (Secretary Library Committee).
 - 9) Books borrowed once may be re-issued provided these are not required by any other member or no other member has applied for the book. The renewal shall not be effected for more than two consecutive periods. Books shall have to be physically presented for re-issue.
 - 10) Books to be issued from Library shall be non-transferable and shall be expected to be used by the member in whose name the book is issued.
 - 11) Signature on the card shall be legible. Initial is not adequate because the often duplicates.
 - 12) No book on loan shall be given on behalf of the Member's Library card to non-members.
 - 13) Before leaving the Check-counter, the members shall check books at the time of issue. They must direct the attention of the staff at the Check-in desk to defects, damages, if any failing which he/she will be responsible to replace the book or buy a sound copy of it, if it is returned in an unsound condition.
 - 14) If a member fails to return the books at the expiry of 15 days, the Librarian shall issue two notices on fortnightly basis. In case of non-compliance, the attestation authority of the form shall be asked to arrange the book loaned by the member. If he fails to recover the book, action under rule 17 below and rules 4 & 5 of part-II shall be taken against the employee/employee who stood surety for the dependant.
 - 15) For any unauthorised duration, the book remains with the member, a fine of paises 25/- per day per book shall be charged. The Secretary of the Library Committee may at his discretion review or remit the fine.
 - 16) The Staff Welfare Organisation shall have the right to recover the cost of the book/fine from the salary etc of the employee through AGPR/authority who disburse the salary to the employee.
 - 17) Books and other materials of the following description shall not be issued, but can be consulted in the Library ~~only~~ only:
 - a) All books marked "Reference", such as Encyclopedias, Dictionaries, Diaries, Directorias, Atlases, etc.
 - b) All books permanently or temporarily marked for "RESERVED use" such as Text Books, Research, Reports etc :
 - c) Books banned by Central or Provincial Governments. Provided that in case any books declared for RESERVE use have more than one copy, the extra copies may be issued for OVER NIGHT use.
 - d) Rare books, manuscripts, and protected documents.
 - e) Current periodicals.
 - f) All un-processed books.
 - g) All non-printed materials such as films, slides, Audio-recordings tape-recrd, filmstrips etc.

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Provided further that all books except (c) listed under 18 above may be issued on recommendation of the Chairman, Library Committee for a short time e. 2/3 hours, etc.

- 19) The member shall make their own arrangement for carrying books from and to the Library.
- 20) Loans may at any time be terminated by the order of the Authority.

GENERAL:

- 21) Members shall not mutilate, spoil or damage any book nor shall they trace or perform mechanical reproduction of any material belonging to the Library without formal permission of the Librarian. Violation of this Rule shall require replacement of the damaged volume or payment of its price as provided under Rule 4 of PART-II.
- 22) If one volume of a set/series is damaged, and it is not available separately, the whole set shall have to be replaced or paid for by the/as specified member under rule.
- 23) The Library Reading Rooms shall remain open during the stock-taking, but the borrowing privileges will remain suspended for the same period. All books on loan with the members must, irrespective of the date-due, be returned to the Library before the date of stock-taking which shall be announced at least two weeks in advance and daily displayed on Notice board.
- 24) Members shall intimate, without fail, any change of the address.
- 25) Librarian is authorised to withdraw Library facilities from any member if found misusing the Library materials or facilities.
- 26) Silence must be observed in the Library.
- 27) Smoking, spitting or sleeping is strictly prohibited in the Library.
- 28) Members shall not behave in a disorderly manner in the Library.
- 29) No member shall remain in the Library after the time fixed for its closing.
- 30) A person shall not wilfully obstruct any Library staff in the execution of his/her duty or wilfully disturb, obstruct, interrupt or annoy any other person in the proper use of the Library.
- 31) Refreshments eatables are not allowed in the Reading Hall, Stacks and the Entrance Lobby.
- 32) Every person who, within the views of the Librarian contravenes any of the foregoing rules may be asked to leave or removed from the Library and his/her membership suspended/cancelled.
- 33) Librarian may refuse under special circumstances, admission into the Library to any person or the use of any book, without assigning any reason thereof.
- 34) In case the borrower ceases to be a Government servant, he/she shall return all the books borrowed by his/her alongwith the unused Reader Tickets and secure a clearance certificate.
- 35) A suggestion Book is placed in the Library for the use of Members. Suggestions made by the Members will be brought to the notice of the Library Committee for necessary action.
- 36) All personal belongings, such as hand bags, briefcases, books, sticks, umbrellas, shall be deposited at the Counter. The Counter staff shall not be responsible for the loss of personal property, money or other costly items kept in hand bags or brief cases etc. in the Library premises. For security purposes, the Counter staff may check the personal belongings of the Members.
- 37) Member shall show all the books to the attendant when leaving the Library.
- 38) Non Member shall not be allowed in the Library.
- 39) Member shall not pull the chair and sit to talk to the Librarian in the Library. No chair is provided with the Check-in Counter or table of the Librarian.

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- 40) Dogs and other animals shall not be admitted.
- 41) a) A photo duplication service if available will be provided to the Members on payment basis as notified by the Librarian from time to time.
- b) Requests for photo copying will be made on prescribed form and will be carried out within the regulation of the Copy right Laws.
- c) Personal and all outside material shall not be photocopied.
- d) The Library reserves the right to accept or decline any request for photocopying.
- 42) New arrivals of books, periodicals, journals, research reports and other materials of interest shall be notified by the Librarian on the notice board.

PART - II

1) MEMBERSHIP FEE

The annual membership fee will be Rs.10/- from BPS-16 and above Rs.5/- from Grade 1 to 15.

2) MONTHLY SUBSCRIPTIONS

The monthly subscription fee will be Rs.2/- from BPS-16 and free for BPS 1 to 15.

3) SPECIAL OFFER

Those persons who have been members of the Library for at least two years, the Staff Welfare Organisation offer a chance of a years free membership on the introduction/registration of two new members to the Library.

4) LOSS OF BOOKS

Book(s) lost, damaged or mutilated in any way by a Member shall have to be replaced or paid for. The cost of the book(s) realised shall be double the actual cost plus additional 25% as departmental charges depending upon the final discretion of Library Committee.

5) If book borrowed from the Library are not returned after serving two fortnightly notices to the member, such cases shall be dealt with as governed under rule 4 of PART II and rules 14-16 of PART-I.

6) Books lost or found to be lost on stock taking shall be reported to the Authority alongwith the recommendations of Library Committee. The Competant authority in the Staff Welfare Organisation/Establishment Division will follow the procedure for write off in accordance with the relevant rules Procedure laid down by the Finance Division/Department of Libraries Ministry of Education Govt. of Pakistan. The recommendations of the Library Committee may however, be given due consideration.

6) a) The Director General Staff Welfare Organisation, being the head of department is hereby delegated financial power for the write of loss of books. In term of item No.9- of annexure-II of the Ministry of Finance O.M. No.F.1 (S)/R.12/80 dated 11.3.1981 regarding write off of irrecoverable value of

stores or public money due to losses on account of fraud, theft etc.
as under :-

Nature of Power

Extent to which financial powers are delegated.

a) Fixing of annual percentage of book losses in the Libraries of the Department and to write off such losses.

i) Upto 2% of the total collection or Rs.5,000/= per annum, which ever is less, for the libraries with open shelf system and home lending facilities.

ii) Upto 1% of the total collection or Rs.3,000/= per annum, which ever is less, for the Libraries with closed shelves.

7) WEEDING :

On receipt of a written request from the Librarian, the Library Committee shall detail one or two members other than the Library staff for weeding of outdated, worn-out and/or seriously damaged or mutilated books and other materials. He/she/they shall submit their recommendations in form of writing for approval to the Library Committee. Procedure detailed in rule 6 Part II shall be adopted for write off.

8) INTER LIBRARY LOANS.

With a view to extending and/or utilizing the books, and non-book resources of other institutions of higher educations in the country, the Librarian shall enter into and maintain any mutually agreed upon inter-library loan system with Academic, Research, Special, Public and Government, Departmental Libraries, with the approval of the Library Committee. It will be on reciprocal basis.

9) The Secretary (Chief Welfare Officer-II) of the Library Committee is competent to interpret the spirit of these rules in case of any confusion or clarification. An appeal against the interpretation lies with the Library Committee.

10) These rules supercedes any rule made and inforce for the use of Library.

11) This issues with the approval of the Establishment Division, Rawalpindi and Finance Division (Financial Adviser Organisation) vide their Dy.No.2521-DFA(Cabinet)/36 dated 29.7.1986 through whom a copy is being endorsed.

The Manager,
Printing Corporation of Pakistan
University Road, K A R A C H I.

Wazir
(AGHA QAISAR ALI ZAIDI)
Director General,
Staff Welfare Organisation,
Establishment Division.

Dy. No. 2626 D.F.A. (Cab)/85
Government of Pakistan
F.A. Organisation.

Rawalpindi, the *10/8/86*

Forwarded to: A.G.P.R. Islamabad, Karachi, Lahore, Peshawar and Quetta.

H. A. Haque
(H. A. HAQUE)
Dy. Financial Adviser.

Copy to:

1) Establishment Division, Rawalpindi.

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- 2) Staff Welfare Organisation Islamabad/Peshawar/Lahore/Quetta and Karachi.
- 3) A. G. P. R. Islamabad/ Dy. Accountant General, Pakistan Revenues, Sub-Office Peshawar/Lahore/Quetta/Karachi.
- 4) All Ministries/Division and their attached departments and subordinate offices.

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LIBRARY COMMITTEE STAFF WELFARE ORGANISATION

1. M.A. Zaheer Director General, Department of libraries Chairman.
2. Director Staff Welfare organization, Member
3. Chief Welfare Officer Aabpara Secretary
4. M.Taj President Assistant, Association Islamabad Member.

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1. M.A. Zaheer Director General, Department of libraries Chairman.
2. Director Staff Welfare organization, Member
3. Chief Welfare Officer Aabpara Secretary
4. M.Taj President Assistant, Association Islamabad Member.

Library Committee at S.No. VI.

Syed GhYous Hussain Director/Chairman