

## **[Section 4(1)(b)(iv)] Norms for discharge of functions**

- GENERAL NORMS

The Research Scholar has to follow the following important Norms for availing benefit of the Rampur Raza Library collections and also copying of the documents.

- 1- Rare Manuscripts will be taken out and shown after taking permission from Director.
- 2- General Manuscripts will be shown with the permission of Director/Library and Information Officer (LIO).
- 3- Manuscripts will be provided to only those research scholars who are doing highly research work. Research scholars have to submit necessary documents such as recommendation letter and relevant certificates.

### Norms about copying of manuscripts:

- 1- No one is allowed to be given the Xerox copy of the manuscripts. Only digital image can be provided.
- 2- Research Scholar will be provided only copy of his relevant subjects.
- 3- The copy will be given only after the permission of Director.
- 4- Scholars will have to take the permission of the board of Rampur. Raza Library if need to get matter printed for academic purpose.

### The cost of Digital Image of Manuscripts:

- 1- The cost of digital image of manuscript is ` 10 for Indian Scholars and dollar \$.5 for foreign scholar.

*Norms about providing the copy of printed book:*

The books published before 1900 A.D are considered as a manuscript and all above-mentioned principles under manuscripts section will be implemented except the rate.

- 1- The Xerox copy of the books published between 1900-1930, will be provided only for bonafied scholars.
- 2- The Xerox copy of the library material can be provided after taking permission from Director/LIO but the LIO can give permission for Xerox copy up to 25 pages.
- 3- For Xerox copy of books published between 1930-1975 will be provided after taking permission from Director/LIO and the LIO can give permission for half part.
- 4- For the books Published after 1975, the L.I.O/Reading Room Incharge can give permission for complete book.
- 5- The Xerox copy of the book, which are in poor condition or would be damaged by handling, will not be given. Only Director/LIO can provide digital images of those books if needed.

*Rate of Published books:*

- 1- Xerox copy per page A4 Size-` 1/
- 2- Digital Image ` 5/= per image