

The Ramakrishna Mission Ashrama is pleased to welcome you to avail of its Library Service.

Ramakrishna Mission Ashrama Library started functioning in 1927. Over the years for its service and collection it has carved out a position as an excellent Library in this town. It has now about 23000 books in Hindi, English, Bengali and Sanskrit covering a wide range of subjects, viz Philosophy, Religion, Science, History, Geography Social Sciences, Literature, Fiction, etc. The Text Book section for the benefit of University students consists of about 2700 text books on Economics, History, Physics, Chemistry, Mathematics, Zoology, Botany, Geology and Commerce subjects. The Children's section consists of 1600 books. The Reference section is well equipped with books including Encyclopedia Britannica, Religion and Ethics, Science and Technology. Children's Encyclopedia, Encyclopedia of Games, etc.

Everyday a large number of persons take benefit of the Reading Room which receives about 100 periodicals apart from 10 daily Newspapers

GENERAL SECTION

How to become a member:

1. Filled up Application form with recommendation of any monk of the Ashrama
2. Adhar Card or by the Head of Institution/office of the applicant :
3. a) Development/Admission Rs. 50/-
b) Annual Subscription Rs. 60/-
c) Caution money deposit Rs. 100/-

Each member will be given one Membership card. On each occasion when a book is borrowed, the ticket is to be handed over at the issue counter and the card shown. The ticket will be returned to the member only when the book is returned.

Issue Time 9.00a.m. to 12.00 noon and 3.00p.m. to 6.00 p.m.

Normally one book at a time will be borrowed for 2 weeks on each ticket.

Additional tickets for borrowing more books may be issued to a member, at the discretion of the Secretary, on a payment of ticket fee of Rs. 60/- and an additional refundable deposit of Rs. 100/-. Costly books will be issued against refundable cash deposit.

Duration of Loan: Books are borrowed for 2 weeks inclusive of date of issue at a time. The same may be renewed for a further period of two weeks if the Book is not in demand by any other member. Books may be renewed in person.

Overdue charges: Members are expected to return books on or before the due date stamped on the issue label. A late fee of 50 (Fifty) paise per day is payable on an overdue book. This will be recorded in the registrar and hence no receipt will be issued for such charges.

Renewal of membership: Membership must be renewed on or before the date of expiry. For the purpose of renewal, the members will please produce all the tickets at the counter. Membership not renewed on or before the date of expiry, lapses automatically. In case of a lapsed card, a re-admission fee of Rs. 50/- shall be charged. Any change of address should be notified immediately.

Loss of book or ticket: Loss of Library card or ticket must be reported to the Librarian in written immediately. Duplicate ticket/s will be issued at the discretion of the Secretary on payment of Rs. 10/-only.

Borrowers shall be required to pay for or replace the book/s (latest edition or the equivalent price) lost or returned in a damaged and/or mutilated condition. Books and periodicals should be checked before they are taken out of the Library, and any mutilation or damage should be immediately reported to the Librarian.

Reference books and periodicals: Reference books and current issues of periodicals are not issued on loan; these may however, be referred in the Library itself.

Entry: Before entering the Library members are required to sign their names in full in the Register available at the entrance. Personal belongings should be left in the cupboard provided for at one's own risk.

Atmosphere of study: Readers are requested to maintain an atmosphere of silence and dignity conducive to reading in the Library.

Refund of deposit: On submission of an application together with the membership card and Caution money deposit receipt, the deposit will be refunded.

LIFE MEMBER

Any person desirous of becoming life member of the library can do so by paying Rs. 1200/- valid for 30 years. Such members need not pay Admission fee or Annual subscription but have to deposit caution money. All other rules remain same as for General section members.

INSTITUTIONAL MEMBERSHIP

The membership will be given to any recognized institution on payment of caution money deposit of Rs. 1,000/- and annual subscription of Rs. 500/. Such members will be able to borrow 8 books at a time.

CHILDREN SECTION

Boys and Girls upto the age of 14 years are eligible to become members. Only books meant for children will be issued. One book at a time on one Reader's ticket will be issued for two weeks. Additional Reader's ticket/s for borrowing more books may be issued at the discretion of the Secretary on a payment of a ticket fee of Rs. 60/- and an additional refundable deposit of Rs. 100/- per ticket. No periodical will be issued to children.

Development/Admission	Rs. 20/-
Annual Subscription	Rs. 60/-
Caution Money Deposit	Rs. 100/-

"You are the maker of your own destiny"- Swami Vivekananda

READING ROOM SECTION FOR TEXT BOOKS AND REFERENCE

1. Students seeking membership of the Text Book section of the Library should apply for admission by filling in the prescribed form which should be duly recommended by the head of Department. Head of the academic institution and Adhar Card photocopy. The right of admission is reserved by the authorities of the Ramakrishna Mission Ashrama, Ranchi.

Membership is granted as per the rates given below for morning/afternoon shift :

Three months payment of	Rs. 500/-
Six months payment of	Rs. 1000/-
One year payment of	Rs. 2000/-

Fees shall be deposited at least one month in advance for renewal.

2. In case a member loses the card, a duplicate card may be issued on payment of Rs. 10/- only. The members will be responsible for any misuse of the lost card. If the lost card is found subsequently after the duplicate card has been issued, the duplicate card should be returned to the Librarian.
3. Readers card should be deposited positively at the counter before entering the Study Hall.
4. Generally text books are issued for the study. Text Books should not be removed out of the Library. Members can read books in the reading room only. At the time of leaving the Library, students should deposit back the borrowed books with the Librarian.
5. Books which, owing to their bulk or due to the brittle condition of the pages or for any other reason cannot be safely handled, may be used with the prior permission of the Librarian who would exercise his discretion.
6. Marking on the books by pencil or pen, scribbling on the desk, and any such habit should be avoided.

7. Members mutilating the page(s) of book/s or otherwise damaging these shall have to bear the cost.
8. Members are prohibited from disturbing other readers and if they are found violating this rule or otherwise misbehaving, their membership is liable for cancellation.

SPECIAL FEATURES

1. Qualified Librarians are available to assist in answering reference enquiries and information regarding the Library.
2. All members are welcome to attend the weekly lectures and other occasional cultural and religious functions organized by the Mission as a part of its cultural and social education services.

The Authorities of the Library reserve the right to cancel or refuse membership without stating reasons and may alter or add fresh rules if and when it is deemed necessary for better functioning of the Library.

The rules supersede all preceding Rules of the Library, and are effective from October 2020.

LIBRARY WORKING HOURS

April to September:

9.00 a.m. to 1.00 p.m. and 2.30 p.m. to 6.30 p.m.

October to March:

9.00 a.m. to 1.00 p.m. and 2.00 p.m. to 6.00 p.m.

Weekly Holiday – Thursday

October 2020 Swami Bhaveshananda,
Secretary

“Be and Make”
- Swami Vivekananda

LIBRARY INFORMATION BROCHURE



“We want the education by which character is formed, strength of mind is increased, the intellect is expanded, and by which one can stand on one's own feet.”
- Swami Vivekananda



Issued by the Secretary
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