



**Dr. B.C. Roy Memorial
Children's Reading
Room and Library**

Rules & Regulations

1. Dr. B.C. Roy Memorial Children's Reading Room and Library is a project of Children's Book Trust.
2. The object is to provide extra-curricular reading for children.

WORKING HOURS

3. The Library is open to members from 9.30 a.m. to 5 p.m. on all days of the week, except on certain public holidays.

MEMBERSHIP

4. Individual Membership

- (a) Any child between the ages of 5 and 16 is eligible to be a member of the Library. There are three types of membership: Ordinary Members, Special Members, and Double Special Members.
- (b) Application for membership is to be made on the prescribed form (available free of cost at the Library office), giving all the particulars asked for and signed by the child and countersigned by the father, mother or guardian. An admission fee of ₹50 will have to be paid along with the application.

- (c) A member on attaining the age of 16 will automatically cease to be a member of the Library and will have to return the membership tickets.

Library Members who wish to discontinue their membership, shall inform the Librarian in writing and also return the membership tickets.

No refund of the membership fee will be made.

- (d) An Ordinary Member shall pay an annual fee of ₹150, Special Members ₹300 and Double Special Members ₹500. Membership will lapse if the subscription is not renewed within two months.
- (e) Ordinary Members shall deposit ₹500 as security, Special Members ₹1000, and Double Special Members ₹2000. This deposit shall not be refunded until all books outstanding against the member and his/her membership tickets have been duly returned.
- (f) Ordinary Members will be issued two membership tickets, Special Members, four membership tickets and Double Special Members will get eight membership tickets against which he/she can borrow books. Only one book per ticket will be issued. If a member loses the tickets, duplicates will be issued on payment of ₹10 per ticket.

RIGHT OF ADMISSION

5. Children's Book Trust reserves the right to deny admission to the Library without having to assign any reasons.

GENERAL

6. An Ordinary Member may borrow two books at a time, Special Member four books and Double Special Member may borrow eight books at a time. These books shall be returned within 14 days (for Ordinary Members) and one month (for Special Members / Double Special Members), or by the due date stamped on the books. Ordinary Members may renew the books for a further period of one week only, provided:
 - (a) The request for the renewal reaches the Librarian before the date of expiry of the loan.
 - (b) No other reader has applied for the books in the meantime.
7. Children will be required to handle the books with care. The Children's Book Trust Managing Committee reserves the right to levy an appropriate charge in the event of damage caused to books by any child and, in the case of repeated mishandling of books, to terminate the membership of the child.
8. Children who use the Library may select the books from the shelves where they are kept arranged. After reading, the books are to be left on the table and NOT placed back by them in the shelves.
9. No pets will be allowed inside the Library. The premises also cannot be used for consuming eatables.
10. Teachers, parents or other adults accompanying children, may be allowed into the Library as visitors. They shall not stay longer than absolutely necessary, and the children will be left to themselves to make use of the Library facilities.
11. Parents, teachers or other adults will not be allowed to borrow books on behalf of their wards and in their absence. Books can be borrowed ONLY by the members.
12. A fine as per rules will be charged for overdue books.

CHILDREN'S BOOK TRUST

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www.childrensbooktrust.org





Other Activities of Children's Book Trust

Shankar's International Children's Competition

A unique, annual competition, open to children from all over the world. A forum for creative expression through painting and writing,

Shankar's International Dolls Museum & Dolls Designing and Production Centre

The Museum has a collection of about 7,500 costume dolls from 85 countries.

Attached to the Museum, the Dolls Designing and Production Centre makes handcrafted, authentic Indian dolls depicting Indian people and their way of life.

CBT Books and Magazine

A variety of books on varied subjects, CBT has to its credit nearly 1000 titles in English, Hindi and regional languages. Books apart, CBT also publishes a monthly magazine for children in English, *Children's World*.

Shankar's Academy of Art

Trains aspiring artists in graphic designing and book illustrations.

Indraprastha Press

Well equipped to take on all kinds of job work; employs advanced technology and is known for its quality of printing.

The Librarian
Dr. B.C. Roy Memorial Children's Reading Room and Library
Nehru House, 4 Bahadur Shah Zafar Marg
New Delhi-110002

Dear Madam,

Please enroll me as a member of your Library, I have gone through the rules and I agree to abide by them strictly.

My particulars are as under:

Name.....

(IN CAPITAL LETTERS)

Address.....

Phone (Landline)..... Mobile.....

School.....

Class..... Date of Birth..... Age:.....

Yours faithfully

Signature

Name of Parent

Occupation

Office Address

..... Mobile.....

Email:

Signature

FOR OFFICIAL USE ONLY

Registered as a member of the Library on

under No. Receipt No.

Librarian