

NATIONAL INSTITUTE OF ADMINISTRATION - LIBRARY

Regulations and Principles (?) of the Library

Article I. The following categories of readers will be allowed to borrow books from the NIA Library:

- The teaching staff of the NIA (professors, Assistant Professors, Lecturers).
- The teaching staff of all Universities (Professors, Assistant Professors, Lecturers).
- Students of the NIA.
- Personnel of the NIA.
- Government employees (holding a testimonial delivered by the interdepartemental (?) Agencies)
- Students of all Universities, if authorized by the NIA Board of Directors.

7. Visitors

REGULATIONS

Article II. Each reader is allowed to borrow, each time, only 3 books or periodicals.

He has to return these books before he is allowed to borrow other books.

Article III. He may borrow for a period of 2 weeks

Periodicals are lent for 3 days only.

The reader who wants to borrow books or periodicals for a longer period of time, must ask for a permission by a verbal request made at the Library, or by a phone call or a written request to the Librarian. If the book has been already requested for the use of another reader, the Librarian may refuse the prolongation.

Article IV. Members of the teaching staff of the NIA (professors, assistant professors, lecturers) are allowed to borrow a maximum of 30 volumes, for their teaching and research work and to keep books during the entire school year. However, during the school year if a reader wants to borrow a book which is still in the hands of a teaching member, the latter has to return it to the Library, immediately after receipt of a notice from the Library. One week before the end of

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the school year, all borrowed books must be returned to the Library for a general check and inventory.

As to other categories of readers, the Librarian has the right to request them to return whatever books or publication at any time she wants or needs to do so.

Article V.— The following categories of books and publications are not to be lent, and readers are allowed to use them within the Library premises only:

- Reference books, such as: dictionaries, encyclopedias, and etc...
- Bound periodicals
- Daily newspapers
- New books, not yet classified and listed in the catalog.

These categories of books and publications can be lent in special cases only, with the approval of the Librarian.

Article VI. Borrowed books must be returned on due time. Readers who like to keep borrowed books for another period of time must ask for a prolongation.

Article VII. At the expiration of the regular period the Library will send a notice to the reader. If the borrowed books are not returned on due time, or if a prolongation is not obtained, the reader may have to pay a penalty of 2 $\frac{1}{2}$ /a day for each volume overdue.

Article VIII. Readers are fully responsible for the safety of books and materials in their custody. In case of loss, they have to indemnify with a copy of these books bought from the market.

Article IX. Readers who have lost books and publication whose value is as much as 100\$ will lose their right to borrow books from the Library.

Saigon, April 6, 1960

The Rector of the NIA.

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application to faculty