



## UNIVERSITY OF CALICUT TUNJAN MANUSCRIPT REPOSITORY

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### (Rules and Regulations)

Visitors of the Tunjan Manuscript Repository are requested to observe the following rules:

#### 1. ADMITTANCE.

The manuscript collection may be consulted by any person engaged in serious research who presents a valid identity card, completes the institution's registration process, and agrees to adhere to the institution's rules for the use of manuscript materials. Readers should be aware that surveillance cameras are recording all activity in the Manuscript Reading Room.

The institution has two types of memberships. One is a permanent membership of fees rupees 500 which must be renewed each year. Second one is a temporary membership for one day by paying rupees 10 (per day).

#### 2. REGISTRATION.

Visitors are advised to e-mail or contact by telephone the Tunjan Manuscripts Repository prior to visiting the institution. Advance notice will help to avoid the delays in selecting the manuscript needed from the bulk collection. So advance notice is needed to retrieve these items for research use. Information governing the use of any specific group of manuscripts will be supplied upon request.

#### 3. RESTRICTION OF ACCESS

Only the first 70% of the manuscript document will be available in the public domain through a digital platform or in the hardcopy. For complete access to the resource the user have to visit the institution and may take the eye copy.

#### 4. PERSONAL PROPERTY.

No personal belongings, including briefcases, text books, folders, envelopes, purses, scanning gadgets, tabets, camera or camera phones are allowed in the reading room. Outer garments, including hats, vests, sweaters with pockets, coats, suit coats, and sports jackets, are subject to search. Free lockers will provide to secure personal property. Locker keys must be returned at the end of the day. Exceptions may be requested for notes or other material essential to research. These items must be approved and stamped by reference staff before being brought into the reading room.

- If essential Laptop Computers will be permitted for research purposes. Any kind of digital copying of the manuscripts using Laptop computer camera will be considered as misconduct and is liable for strict actions.
- All electronic devices kept in the locker such as phones and cameras, must be silenced.
- No photographs of individuals or of the Reading Room itself are permitted

#### 5. ALL CONTAINERS MUST STAY ON CARTS.

The existing arrangement of manuscripts within each folder must be preserved. Report any serious disarrangement to the reference staff.

#### 6. REPRODUCTIONS.

The institution itself will provide the digitized copy of manuscripts. Visitors are not allowed to take photographs of the manuscripts or try to produce any digital copies which are liable for lifetime debarring of the student or scholar from further visits of the institution.

The name of the Institution will be given in watermarks on the digital copy of the manuscript provided.

Manuscript copies are charged rupees 50 per folio for students and researchers who are studying in the Calicut University teaching departments. Rupees 200 for post doctoral fellows, teachers and the general public and 20 US Dollar for foreign nationals for the first 70% of the content. Next 30% will be the asset of the Calicut University and will not be shared.

#### 7. HELP SAVE THE COLLECTIONS

Exercise the greatest possible care in handling manuscripts. Do not make marks on manuscripts, do not write notes on top of manuscripts, do not rest books or other objects on top of manuscripts. Handle loose sheets or bound pages by their edges; avoid touching the surface as much as possible: do not remove manuscripts from protective housing. Reference staff can furnish gloves for handling photographs and other vulnerable items.

#### 8. COPYRIGHT

The status of copyright in the unpublished writings in the custody of the Manuscript Division is governed by the Copyright Act and patent policy of the institution. The copyright and patent of the manuscripts provided by Tunjan Manuscript Repository will be reserved in Tunjan Manuscripts Repository.

Manuscript copies issued by the Tunjan Manuscript Repository may not be shared with other institutions, individuals and projects without the permission of the institution. Such sharing is against the University's patent policy, copyright law, UGC plagiarism manual and will be considered as a punishable offence.

#### 9. INSPECTION.

All material that a reader wishes to remove from the reading room must be examined by the security officer or reading room staff. It is a violation of law punishable by fine and/or imprisonment to steal or will-fully damage or destroy manuscripts, books or

other Library property Researchers must follow all directions of the reference staff regarding the handling of manuscript material.

10. The purely academic use of the available manuscript must be accurately acknowledged in the researcher's thesis/dissertation/project report/research article etc.
11. After the completion of the work the scholars/students/researchers should submit both the hard and soft copy of their thesis/dissertation/project report/research article work which are prepared using the materials provided by the Tunjan Manuscript Repository; which will be a further reference material collection for the academic community visiting the Tunjan Manuscript Repository.

### **DECLARATION**

I....., residing at

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..... do here by declare that, the information given above and in the given documents is true to the best of my knowledge and belief, and nothing has been concealed there in. I also declare that, I have read and understood and I agree to abide by the above rules and regulations of the Tunjan Manuscript Repository, University of Calicut. I am aware of the fact that if the information given by me is proved false- not true, I will be liable for action as per rule. And if found guilty the benefits availed by me shall be summarily withdrawn and the institution can deny me access to its facilities and collections. I am aware of that if any publication or patent are originating from the manuscripts refered from TMR, University of Calicut should be included as affiliating institute. Any violation of theses rules will be met with legal actions.

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