



औषधीय धरोहर केन्द्र/PHARMACEUTICAL HERITAGE CENTRE

राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान (नाईपर)

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH (NIPER)

Ministry of Chemicals & Fertilizers, Government of India

Sector-67, S.A.S. Nagar (Mohali), Punjab

Policy* for accessing Professor Harkishan Singh's Archival collection

PART-A: GENERAL GUIDELINES

1. Make entry of your arrival and leaving time of the archival section in the visitor's register.
2. Books/ archival should be handled with utmost care.
3. Copies of the books/archival cannot be made.
4. Only pen, pencil and note book are allowed.
5. Photography/videography inside the centre is/are prohibited.
6. Using of mobile phones is absolutely prohibited. Switch off your mobile phone and other personal electronic devices. (*The Centre provides a facility in which such items may be placed during a Users visit to Reading Rooms*).
7. Do not take any book or other archival material out of the centre.
8. Make sure that any book/archival material is neither damaged nor defaced while using them.
9. Never write in books/archival material or tear pages out of them.
10. Keep the books/archival material to their original location on the bookshelf after use. Seek help.
11. Eatables of any kind are not allowed in the centre. Only water bottles with a tight cap may allow in the reading room, after permission.
12. Private conversations are not permitted. Even talking in a whisper or standing and chatting may be disturbing to others.
13. Refrain from leaving your belongings, etc. on reading chairs/sofas. Please be sure not to leave valuables unattended. Institute/Centre shall not be responsible for any loss.
14. Centre shall not take any responsible for neither accessibility nor its availability and supplying of any material from other sources.
15. Breach of these terms and conditions shall debar from accessing the collection.

Policy* consist of

Part-A: General Guidelines,

Part-B: Terms & Conditions and

Part-C: User Application (ANNEXURE-I) and Undertaking (ANNEXURE-I)

For details kindly visit NIPER website: www.niper.gov.in



Part-B: Terms & Conditions

Part-B: Terms & Conditions for accessing Professor Harkishan Singh's Archival collection

1	Conditions of entry and use of archival collection
1.1	Archival means the " Professor Harkishan Singh's Archival collection " of the NIPER, housed at the Pharmaceutical Heritage Centre (PHC), a body established by an Act of Parliament of the Government of India whose principal place of business is at Sector-67, SAS Nagar, Punjab (India), being the National Institute and its premises for the time being, wherever situated, including without limit the Reading Rooms and in each case as the context may require from time to time.
1.2	Prospective user(s) has to submit application (ANNEXURE-I) through the In-Charge, Pharmaceutical Heritage Centre for getting approval from the competent authority for entry.
1.3	Director, NIPER, SAS Nagar reserves the right to decline admission to Pharmaceutical Heritage Centre, or to ask a person to leave, where their behaviour is antisocial or could constitute a source of danger, nuisance, or annoyance, to themselves or to others.
1.4	When entering our buildings, staff may carry out body scans. At times of heightened security, this may include a body search. They may also carry out further searches on visitors leaving our exhibition galleries and Reading Rooms. Any person who is unwilling to be searched, may be refused access to our buildings or asked to leave.
2	Preservation of originals/Copyright and reproductions
2.1	No copies and images shall be provided in accordance
3	Terms of Use of the archival collection
3.1	Definitions used in these terms and interpretation provisions: Content means any content of the archival collection, which the Centre subscribes to, acquires, creates, and receives by legal deposit or which is subject to open access, that the Centre makes available or accessible as appropriate from time to time.
3.2	These terms and conditions apply to the use of all physical sites of Pharmaceutical Heritage Centre operated by the NIPER, S.A.S. Nagar.
3.3	Prohibited Items are the ones which could damage the Content or are otherwise inconsistent with the conducive use of User Services, which the Centre may in its discretion determine from time to time including without limit pens, sticky notes, adhesive tape, food, drink, liquids, chewing gum, scissors, knives, blades, portable scanners, adhesives, etc.
3.4	" User Pass " means a valid permission document a User must obtain from the NIPER, SAS Nagar, for accessing the archival collection of the Centre.
3.5	" Users " means those individuals and each and any of them and using any of the User Services.
3.6	" User Services " means each and any of those facilities and services that the Centre makes available from time to time for User
3.7	" Reading Rooms " means the Centre's reading rooms and any of them situated at its premises.
4	Applicability
4.1	These terms apply to the use of Users Services.
4.2	All Users are subject to these terms.
4.3	By each use or attempted use of User Services, Users (and any other persons using or attempting to use User Services) confirm acceptance of these terms and agrees with the NIPER to comply with these terms as a User for the benefit of the Centre, other Users, other persons lawfully using the Centre.
5	User Registration and User Passes
5.1	User Passes are issued at the reasonable discretion of Competent Authority in accordance

	with its application process (ANNEXURE-I) and requirements from time to time.
5.2	User Passes are personal to, and for the exclusive use and benefit of, the Users to whom they are issued.
5.3	Users shall not: <ul style="list-style-type: none"> ○ share their User Pass with any other person; ○ allow any other person to use their User Pass; or ○ use their User Pass for the benefit of any other person.
5.4	Users must advise the Centre of any change in their personal details supplied on request letter for a User Pass including without limit any name change, change of address or change of contact details.
6	Access to Reading Room
6.1	Any person who requires special assistance to use User Services is invited to speak with a member of staff of the Centre who shall engage reasonable assistance and guidance to facilitate use of User Services where practicable.
6.2	Save in exceptional circumstances as agreed in writing with the Centre, only Users in possession of a User Pass may enter a Reading Room. Users shall duly produce their User Pass to any member of Centre staff who requests to see it.
6.3	Users shall not take any Prohibited Items into Reading Room.
6.4	Users shall comply with the Centre's stated operational hours and closures as prescribed by NIPER, SAS Nagar from time to time.
6.5	Access to Reading Room is subject to capacity levels set by the NIPER, SAS Nagar from time to time.
7	Courtesies during the stay at the Centre
7.1	Users shall at all relevant times: <ul style="list-style-type: none"> ○ treat staff and other Users and Archival users with respect and courtesy; ○ respect the privacy of others; ○ behave in a manner so as not to disturb others at all relevant times; and ○ not act in a threatening, disorderly or offensive manner whilst on Centre premises.
7.2	Users shall treat as confidential any data information or documents not clearly intended for unrestricted sharing.
7.3	Users shall not smoke, use e-cigarettes or vape on Centre premises other than where expressly designated for such purposes.
8	Use of Content
8.1	Users shall not remove any Content from Reading Room.
8.2	Users shall follow all procedures of the Centre for the issue of Content for reading in the Reading Room of the centre and in particular shall return Content to appropriate/original location on the bookshelf at the end of use by the User or when otherwise requested to do so by staff of the Centre at any time.
8.3	Users are responsible for Content being used by them.
8.4	Users shall not use Content for any commercial purposes. Whenever used for purposes otherwise, the source at PHC, NIPER, SAS Nagar has to be duly acknowledged.
8.5	Users shall comply with any notified, displayed or reasonably apparent terms applicable to the use of any Content.
9	Care of Content
9.1	Users shall at all time take utmost care of Content.
9.2	Users shall comply with advice given by Centre staff along with any guidelines displayed in the Reading Rooms regarding the care and protection of Content.
9.3	Users acknowledge and understand that any deliberate damage, theft or unauthorised use of Content may constitute a criminal offence and result in prosecution.
9.4	Users shall not write in or otherwise make any mark on Content.
9.5	Users shall not make rubbings or tracings of Content.
10	Breach of these terms and Suspension of User Pass

10.1	In the event of breach of any of these terms by Users, NIPER, SAS Nagar may at its sole discretion acting reasonably for all proper purpose suspend a User Pass and prevent Reading Room access where a User Pass is reported lost or where the Centre reasonably believes there has been or is likely to be any suspicious or unauthorised use of the User Pass.
10.2	Users shall provide all reasonable assistance and co-operation in the investigation as the Centre may require.
10.3	If on investigation the NIPER is satisfied that there has been no unauthorised access to Content or breach of these terms and that unauthorised access or breach of these terms is not likely to occur then the NIPER, SAS Nagar shall at its option re-activate the User Pass; or issue a replacement User Pass (on equivalent terms to that suspended).
10.4	Recover from Users reasonable costs and expenses (including legal and professional fees) incurred by the NIPER, SAS Nagar in investigating and managing the breach; and/or
10.5	Recover from Users any amounts ordered or reasonably agreed to be paid by the NIPER, SAS Nagar in respect of any Content subject to access in breach of these terms.
11	Complaints and feedback
11.1	Users may provide feedback or raise complaints in relation to User Services to the NIPER, SAS Nagar.
12	Disclaimer
	To the maximum extent permitted at law the NIPER, SAS Nagar shall not be liable for: <ul style="list-style-type: none"> o damage to Users' personal property or equipment howsoever caused (including by the NIPER's negligence); o loss incurred from access to, use of and reliance on Content; or o any loss caused by any action or inaction (howsoever arising) of any other User, archival user or other person whosoever.
	No warranty or guarantee is given by the NIPER, SAS Nagar in relation to Content, its accessibility or its availability;
	Nothing in these terms shall exclude or limit the NIPER's liability for death, personal injury or fraud.
13	General
13.1	Law These terms shall be governed and construed in accordance with the laws of India.
13.2	Jurisdiction: The courts of India shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with the User Services and or these Terms. Jurisdiction will be only Mohali/Chandigarh.
13.3	Entire Agreement: These terms and those matters and ancillary terms and policies of the NIPER, SAS Nagar referred in them, anticipated by them or capable of application to User Services including without limit "How to Guides" published by the NIPER, SAS Nagar from time to time constitute the entire terms applicable to the User Services and supersede and extinguish all previous terms, promises, assurances, warranties, representations and understandings, whether written or oral, relating to User Services.
13.4	Severance: If any provision or part-provision of these terms is or becomes invalid, illegal or unenforceable, these terms shall be deemed modified to the minimum extent necessary to make them valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this term shall not affect the validity and enforceability of the rest of these terms.
13.5	Third Party Rights: No one other than Users and NIPER, SAS Nagar shall have any right to enforce any of these terms.
13.6	Variation: These terms may be varied at any time by NIPER, SAS Nagar acting reasonably and shall be effective once notified in writing to Users.



ANNEXURE-I

औषधीय धरोहर केन्द्र/PHARMACEUTICAL HERITAGE CENTRE
राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान (नाईपर)
NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH
Ministry of Chemicals & Fertilizers, Government of India
Sector – 67, S.A.S. Nagar, Punjab

Application Form for accessing Professor Harkishan Singh's Archival collection

(फॉर्म में दिए गए कॉलम में से कोई भी रिक्त ना छोड़ा जाये अन्यथा विवशतः निवेदन रद्द/खारिज कि दी जायेगी)
(KINDLY ENSURE NOTHING SHOULD BE LEFT BLANK IN THE FORM OTHERWISE WE ARE CONSTRAINED TO REJECT THE REQUEST)

Details of user

1. Name of the Applicant: _____
2. Full Address: _____
3. Contact No: _____
4. Valid ID Card No. of the Applicant: _____ (copy to be enclosed)
5. Purpose (Personal/Official): _____
6. No. of days to be consulted _____
7. Expected Date and time of arrival: Date ____ / ____ / ____
9. Expected Date and time of departure: Date ____ / ____ / ____
10. I have read the terms & conditions of using the collection and agree to abide by them.

Date _____

Details of the applicant (ALL IN BLOCK LETTERS)

Name _____

I-Card No.: _____ (copy to be enclosed)

Name of the Department/Institute: _____

Mobile No _____ Signature: _____

For Office Use Only

Submitted by Museum Curator	Recommended by In-Charge	Approved/Not Approved by Director

Entry in Archival Collection user Register Sr. No. _____ Page No. _____ Dated _____

(Museum Curator)



ANNEXURE-II

औषधीय धरोहर केन्द्र/PHARMACEUTICAL HERITAGE CENTRE
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NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH
Ministry of Chemicals & Fertilizers, Government of India
Sector – 67, S.A.S. Nagar, Punjab

Self declaration

I,.....hereby declare that:

- I shall handle books/archival with utmost care.
- I shall not make any copy (s) of the books/archival.
- I shall not use any form of photography/videography inside the Centre.
- I shall not take any book or other archival material out of the Centre.
- I shall never write in books/archival or cut pages out of them.
- I shall keep the books/archival to their original location on the bookshelf after use.
- I shall not carry any mobile phones/camera while entering the Centre.
- I understood that the period of use could be under watch of PHC employees.
- I shall take only notes on my own papers.
- I have read the terms & conditions of using the collection and agree to abide by them.

Details of approval of the Director, NIPER, SAS Nagar, for accessing the archival collection

No..... Date.....

Signature.....

Name & designation

Name of the Office/Institute.....

Date.....