Library Rules:

1. Membership:
The following are entitled for membership:

- Students of the University,
- Teachers of the University,
- M. Phil. /Ph.D. students of the University,
- Other employees of the University

Those who intend to use the library facilities are required to register themselves as members of the Library by filling the membership card. The card must be recommended by the Chairperson of the Department or the Branch Officer.

2. Working Hours:
The University Library shall remain open as follows:

Monday – Friday : 9:00 A.M. to 7.00 P.M.
Saturdays & Sundays : 9:00 A.M. to 5:00 P.M.

The library will, however, remain closed on all Gazetted Holidays. This time schedule is subject to change by the University Librarian with the approval of the Vice-Chancellor.

3. Admission to the Library:

Only registered members shall be permitted admission to the Library. He/she must produce his/her Identity Card at the entrance of the Library, failing which admission may be refused. However, non-members shall be allowed admission only with special permission of the University Librarian. Any member who would like to use the Library shall enter his/her name in Visitor’s Register maintained at the Library gate & shall keep his/her personal books and other belongings in the locker provided at the Property Counter. The University Librarian reserves the right to refuse entry to any unauthorized or undesirable person and send the visitor out of the Library.
4. Loan Privileges: (amended in 16th Library Committee meeting)

### 4.1 BORROWER'S VALIDITY, ENTITLEMENT AND LOAN PERIOD
(MERGER OF PARA 4.1 & 4.5)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>Validity</th>
<th>No. of Books</th>
<th>Loan period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Faculty members and Statutory Officers of the University</td>
<td>Up to the age of superannuation</td>
<td>9</td>
<td>180 days</td>
</tr>
<tr>
<td>2.</td>
<td>Non-Teaching Employees of the University</td>
<td>Up to the age of superannuation</td>
<td>4</td>
<td>60 days</td>
</tr>
<tr>
<td>3.</td>
<td>Ph.D. Students of the University / Technical staff involved in teaching*</td>
<td>Three years</td>
<td>7</td>
<td>30 days</td>
</tr>
<tr>
<td>4.</td>
<td>Pre Ph. D. Students*</td>
<td>6 months</td>
<td>4</td>
<td>30 days</td>
</tr>
<tr>
<td>5.</td>
<td>Students of the University*</td>
<td>30th June of the final year of the course</td>
<td>4</td>
<td>14 days</td>
</tr>
<tr>
<td>6.</td>
<td>Guest Faculty*</td>
<td></td>
<td>7</td>
<td>30 days</td>
</tr>
<tr>
<td>7.</td>
<td>Teachers appointed on Contract Basis*</td>
<td>Up to the period of appointment</td>
<td>7</td>
<td>30 days</td>
</tr>
<tr>
<td>8.</td>
<td>Project Fellow*</td>
<td>Two years</td>
<td>7</td>
<td>30 days</td>
</tr>
</tbody>
</table>

Bound journals and non-print materials (audio, visuals, CD’s etc.) shall be issued overnight only to Teachers / Officers of GJUS&T, Hisar with the permission of the University Librarian. Reference books are not to be issued.

The committee decided that library membership shall be given to the Pre. Ph. D students for six months only and a caution money of Rs. 2000/- shall be applicable at the time of admission.

*The validity of Library Card shall be extendable on the recommendation of the concerned Chairperson, if required? No book shall be loaned against invalid Library Identity Card.

4.2 Merged in 4.1. (amended in 15th Library committee meeting)

4.3 Re-Issue and Re-Call of Books:
Books shall not be re-issued to the same borrower, if any other Library user has reserved them. Books can be recalled at any time without assigning any reason. Failure to return them will entail usual overdue charges from the date of recall.

4.4 Reservation of Books:

A book on loan can be reserved for a member on his/her formal request. Intimation shall normally be sent to the member when the book is received in the Library. The member shall collect the book within five days from the date of issue of intimation, failing which the reservation will be cancelled and the book will be available for normal circulation.

4.5 Merged in 4.1. (amended in 16th Library committee meeting)

4.6 Loss of Library Identity Card:

Members shall be responsible for the loss and misuse of Library Card. A member who loses a Library Identity Card shall make a written report to the University Librarian. He/she shall be charged Rs. 50/- for the Library card to recover the loss and shall be issued a duplicate Library Card after two weeks from the date of report. Nevertheless, the cardholder shall be responsible for any misuse of the lost Library Card.

5. Overdue charges and Fines:

All the books on loan shall be returned on or before the due-date marked on the Due-Date-Slip pasted in the book, failing which overdue charges shall be realized from the student members. Repeated violation of this rule by the member, may lead to suspension or withdrawal of the membership.

The overdue charges are as follows:

5.1 General Books:

Minimum of Rs. 1/- per book per day of overdue shall be charged.

5.2 Overnight Issues:

The reading material issued for overnight shall be returned on due-date within one hour of the opening of the Circulation Counter, failing which the overdue charges Rs. 0.50 per hour of overdue will be charged. From second day onwards-overdue charges shall be Rs. 5/- per day.
5.3 For a book/journal lost, the overdue charges shall be calculated up to the period the loss report, in writing, is received in the Library.

The University Librarian may remit the over-due charges subject to a maximum of Rs.500/- in genuine cases. Requests for remittance of overdue charges exceeding Rs.500/- shall be referred to the Vice-Chancellor.

6. Loss of Books or Journals:

6.1 Books:

A book lost by the member shall be replaced with the latest edition or, the borrower will pay the current price of the book. In case the current price of the book cannot be verified from any standard bibliographic source, then the recorded price of the book shall be payable. The Indian edition shall be replaced by the Indian edition and the foreign by the foreign edition. If the foreign edition is replaced with the Indian edition, the same may be accepted but the difference in the cost of original edition and the current price of the Indian edition shall be realized. The exchange rate applicable in all cases shall be the current conversion rate of any Nationalized Bank /RBI/ Published in The Economics Times (T.T. Selling).

6.2 Multi-Volume Publications:

If a volume of multi-volume publication is lost, the member may be allowed to replace the lost volume(s) of the same edition. In case the volume is not available in the market the member shall be charged the current price of the set. If the later edition is available in the market, the entire set of new edition may be accepted as replacement or the cost thereof may be charged.

6.3 Bound Books & Journals:

In the event of loss of bound books & journals, binding and processing charges (Rs.100/- towards binding cost & Rs. 25/- as processing charges) shall be realized in addition to the cost of the book as per library rule 6.1. These changes may be reviewed by the Library Committee from time to time, keeping in view the actual binding cost.

6.4 Journal Issues:

In case a journal issue is lost, the member will have to replace the same, failing which the cost of the complete volume shall be payable.
7. Damage to Books:

7.1 Borrowers must satisfy themselves about the physical condition of the book before borrowing. They shall be held responsible for any damage or mutilation noticed at the time of return of book(s).

7.2 The University Librarian shall be competent to impose any of the following penalties if any member is found guilty of damaging/mutilating/disfiguring a book or any other reading material:

7.3 To realize the current cost of the book(s), binding cost and processing charges as applicable and or fine.

7.4 To realize at least double the current price of the journal or other non-print material and/or fine if mutilated or damaged in any other form.

8. Access to Books:

The University Library follows an “Open Access System”. The members shall have the privilege of free access to stack areas. It is mandatory for all the library users to get the belongings checked at the gate before leaving the Library.

9. Photocopy Services and Facilities:

The Library provides photocopy services to members through private vendor for academic literature only i.e. books, journals and other reading material, subject to copyright laws at the rates approved by the University.

10. Library Assistance and Inter Library Loans:

Members shall be free to seek the assistance of Library Staff in the selection of books and reading material, consultation of library, literature search, etc. The books, other reading material, not available in the library, may be procured on loan from other libraries. Requisitions should be submitted on the prescribed Inter Library Loan Card.

11. No-Dues Certificate:

No-Dues Certificate: After two weeks of taking the final year/semester examination as may be applicable or terminating connection with the university in mid-session for any reason every member has to return the library identity cards and clear all dues if any and obtain a No-Dues Certificate (NDC). Research students will obtain NDC from the library before the submission of dissertations/thesis. No office or department shall issue a “No Dues Certificate” to teachers including
Teaching Associate and guest faculty / non-teaching staff / students / project fellows/ Research Scholars without obtaining a “No-Dues Certificate” from the University Library.

Final payment of the teachers (on contract) / project fellow / Research Scholars (JRF/ having any scholarship) shall be released by the Chairperson of the concerned department after issue of “No Dues Certificate” (NDC) from University Library. The same shall be certified by the Chairperson on membership card.

12. **Stock Verification:**

Physical Verification of Library books: Stock Verification of the reading material shall be undertaken as per the Govt. of India norms. Complete physical verification of books should be done every year in case of libraries having not more than 20,000 volumes. For libraries having more than 20000 volumes and up to 50000 volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than 50000 volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

Loss of five volumes per thousand volumes of books issued / consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1000/- (Rs. One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

13. **Library Income:**

The amount received in the library on account of Over-due charges, loss of Library Identity Card, loss of books/periodicals, and photocopy charges shall be deposited with the Cashier in the Account Branch on the following working day.

14. **Discipline within the Library Premises and other Guidelines:**

14.1 All the members are required to maintain proper discipline in the library premises, and observe library rules.

14.2 Silence shall be observed in the Library.

14.3 Users found talking loudly, shouting or quarrelling or including in eve-teasing or any other act of indiscipline shall be liable to punishment as per University Rules.

14.4 Smoking/Spitting is strictly prohibited in the Library.
14.5 Damage to the Library property may lead to withdrawal of library privileges. In serious cases heavy fine and other disciplinary action will be taken.

14.6 Only light writing material shall be allowed inside the Library. Personal books, issued library books not meant for return, files, raincoats, umbrella etc. shall be kept at the Property Counter at Reader's own risk and responsibility. However, locker facilities are available for a limited number of users at a time.

14.7 In the 13th meeting, the Library Committee approved to constitute a board as follows to punish the student found red handed stealing the book / library material.

1. Librarian Chairman
2. Chairperson of the concerned Member department
3. Dean of the concerned faculty Member

14.8 The University Librarian shall be competent to impose any one or more of the following penalties, if any act of indiscipline:

1. Warning
2. Fine
3. Temporary or permanent withdrawal of library facilities or cancellation of membership.

15. **Book Bank Facility (added in 16 Library committee meeting)**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>Entitlement of Borrowing Books</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SC/ST Students</td>
<td>4 books</td>
<td>15th January</td>
</tr>
<tr>
<td>2.</td>
<td>BC Students</td>
<td>2 books</td>
<td>for Odd Semester</td>
</tr>
<tr>
<td>3.</td>
<td>General Students of B. Tech. (CSE, BME, ECE and Mech.)</td>
<td>2 books</td>
<td>Semester and 30th June for even semester</td>
</tr>
</tbody>
</table>

Librarian
Dr. Bhim Rao Ambedkar Library
Guru Jambheshwar University of Science & Technology, HISAR