

LIBRARY RULES
Vidyasagar University

1. **Library Hours:**

The Library hours of the Central Library are as follows:

Monday to Friday : 10-00 a.m. to 7-30 p.m.

Saturday & Sunday : 10-00 a.m. to 5-30 p.m.

The Circulation counter remains open only up to 5-30 p.m. on all weekdays (excluding Saturdays & Sundays). The Central Library remains closed on other gazetted holidays.

2. **Procedure for enrolment privileges of the members.**

- i. A person eligible to be enrolled as a member of the library will fill up and sign a '**Membership Registration Form**' obtainable from the counter and submit the same to the Librarian.
- ii. Every bona fide member (including student, teacher, non-teaching employee, officer and research scholar) will be issued one Library Membership card (non transferable) for borrowing books which he or she is entitled to borrow.
- iii. Ex-students and other ex-members of this University and Teachers of other institutions engaged in research work in this university are entitled, on registration, to use the Reading Room and Reference Section of the library with the permission of the authorities.
- iv. The members from the institutions affiliated to this university having institutional membership of our university library, are entitled to borrow books from the library on production of the membership cards provided to them.

- v. All members will have to come to the library personally to take book on loan.
- vi. Membership of a student will remain valid till he / she appears in his / her examinations and will be renewed again when he / she gets admitted to the next class. Membership of a non-student member will also remain valid till he/she leaves his/her service. However, all the reading materials must be returned and the library card is to be surrendered by a member for obtaining clearance certificate from the library.
- vii. At the time of borrowing a book every member is expected to examine it carefully and immediately bring to the notice of the In-Charge of the circulation section, any mutilation, defacement or damage, found in the book. Otherwise the person to whom the book was last issued will be held responsible for any damage, defacement, mutilation detected at time of return.
- viii. Students held responsible for the loss, damage, defacement or mutilation of books shall be liable to be punished in such a way as may be determined by the Library Committee.
- ix. Only those books which are fully processed and shown in the catalogue cabinets or found in OPAC search may be issued for home use. Rare and valuable books, Art books with plates and Reference books shall not be issued for home use.
- x. The books not yet processed, will not generally be lent out.

3. **Loan of books:**

- i. A 'gate pass' will be issued by the counter assistant for each book issued to a member. Whenever the member will leave the library, the library attendant on duty in the exit gate, after verifying the particulars, will allow the member to take away the book and keep the gate pass with him.

- ii. Before leaving the library, students will be required to return the Text Books / Reference Books borrowed by them for consultation in the library reading room.

4. **Renewal of books:**

- i. The loan of a book may be renewed (not more than twice) provided the book in question is not on demand by other member(s). A book, which is in great demand, shall not be issued to the same person consecutively.
- ii. The Librarian may at any time recall any book, if necessary, before expiry of its renewal period.

5. **Restricted categories of reading materials:**

- i. Conventional Reference books, periodicals (loose or bound volumes), rare books, theses & dissertation papers etc should not ordinarily be lent out. However, photocopies of such materials may be made available within the library, subject to copyright restrictions, as per the library reprographic service rules.
- ii. The text books carrying the stamp “READING ROOM” should be kept in the reading room for reading purpose only.

6. **Loss/damage of library books:**

In case of loss or damage of a book or any other reading material, the member responsible for the loss/damage shall be required to replace the current edition of the document along with a charge of Rs.25/- towards processing cost within 30 days from the date on which such loss/damage is detected. If the book is out of print and not available in the

market, the member will have to deposit the latest available price of that book along with the processing cost of Rs.25/- and all kinds of borrowing facilities for the member concerned will remain suspended till finalization of the matter.

7. **Loss of library cards:**

The loss of library card(s) should be reported immediately in writing along with a copy of the FIR lodged to the local police station to the Librarian. To enable such members to continue the membership, duplicate library card(s) may be issued on payment of Rs.100/- (for each card). This payment has to be made at the cash counter of the university.

8. **Rules and procedures relating to reprographic services & facilities:**

- i. The library reprographic service will be rendered primarily for providing the members of the university library with photocopies of library materials as permissible in accordance with the copyright conventions.
- ii. The photocopies of any permissible document will be made available to the bona fide member of the library at the appropriate time after deposition of necessary payment at the Xerox unit.

9. **Termination of Membership**

- i. To have his/her membership terminated, a member shall return to the library all the books borrowed as well as his/her library card(s) and apply to the Librarian for termination of membership.
- ii. In case of a staff member, the Finance Officer shall settle his/her accounts with the university only on production of a

certificate from the Librarian that his/her books and library card(s) have been returned to the library.

- iii. Students will not be permitted to sit for the final examination until they furnish to the office of the Controller of Examinations a clearance certificate from the Librarian.

10. **Overdue charges**

The overdue charge for late return of books would be counted at the following rates:

For the books not returned / renewed within the due date of return, a fine of Rs. 1.00 per day be imposed after the due date.

11. **Reservation of books:**

A member may reserve a book which is issued to any other member on loan. If the member, who has requisitioned for reservation, fails to collect the reserved books within two days after returning it, such books will be declared as unreserved and may be issued to other members.

12. **Rules & Regulations relating to Departmental/Seminar Libraries:**

- i. The Departmental and Seminar libraries should adhere to the rules and regulations formulated by the Library Committee in accordance with those applicable to the Central Library.
- ii. The staffs of the Departmental/Seminar libraries are to be considered as the staff of the University Library system under the control of the University Librarian. For the time being the departmental head/representative, as decided on the Departmental Committee, will be responsible for the Departmental library.

- iii. The central library will be responsible for cataloguing of books (with the support of the Departmental/Seminar Library staff), binding of books and journals, providing reprographic facilities, procuring book stacks, catalogue cabinets and special library stationeries. The departments are to provide office and reading room furniture and general stationery items.
- iv. Complete and up to date inventory of books and journals will be maintained at the respective Departmental / Seminar libraries and at the central library as well. The registers for transfer of books and journals to the Departmental / Seminar libraries are to be kept at the central library.
- v. Physical verification of the stock will be a joint responsibility of the central library and the respective Departmental /Seminar libraries.
- vi. Departmental / Seminar libraries should remain open at least once in a week on a fixed date and time or as decided by the departmental committee.

13. **General Rules**

- i. While in this library, all persons shall observe basic and elementary principles of library ethics, obey the rule and procedures of the library and submit to discipline enforced by the Librarian.
- ii. Every member of the library must be prepared to establish his / her identity when requested to do so.
- iii. Readers shall maintain perfect order and silence in the library.

- iv. Making noise, smoking, sleeping and doing anything else which may disturb other readers or go against the discipline of the library are strictly prohibited.
- v. While entering the library, all personal effects such as brief case, portfolios, bags, umbrellas, flat files, file covers, etc. and books not belonging to this library, books borrowed from this library but not meant to be returned to the library at that point of time, shall be deposited by the entrant at the check counter.
- vi. While taking out any library material necessary 'Gate Pass' must be produced at the checkpoint near the exit.
- vii. Use of library cards except by the bonafide person is strictly prohibited.
- viii. Books taken from the open shelves should not be replaced after they have been consulted but left on the nearest reading table.
- ix. Reading materials should not be taken out from the reading rooms for xeroxing for consultation or for any other purpose without prior permission.
- x. No mechanical reproduction of any book or other materials shall be made without the prior permission of the librarian.
- xi. Readers shall vacate their seats in the reading room fifteen minutes before the closing time if the In-charge of that section desires so.
- xii. When the readers have any complaint about the services provided by the library, they should not enter into argument with the library staff. Instead, they are advised to bring it to the notice of the Librarian.

- xiii. If a depositor does not claim refund of his/her library deposit money even after three years of cessation of his/her membership the deposit will automatically be forfeited.
- xiv. The library personnel are authorized to search a person (in presence of any senior library staff) if the former suspect that the latter is carrying away any unauthorized document from the library.
- xv. Admission may be refused to anyone who has violated the library Rules and Regulations.
- xvi. The Library Rules framed above may altered or amended and new rules may be added to the existing ones by the Library Committee and all these rules shall be effective for and binding on all concerned.
- xvii. All borrowed books will have to be returned once a year at a time decided by the Librarian.

14. **Eligibility of Membership**

Types of Users	No. of books entitled	Period of loan	Remarks
Student (P.G.)	3	10 days	Against membership card
Teaching Staff (permanent)	20	365 days	Against membership card
Teaching Staff (on contract)	15	90 days	Against membership card
Non-Teaching Staff (permanent)	4	90 days	Against membership card
Officer (permanent)	12	90 days	Against membership card
Officers (on contract)	6	90 days	Against membership card
Non-Teaching Staff (on contract)	2	90 days	Against membership card
Research Scholar (Stipendiary)	5	90 days	Against membership card
Research Scholar (Non stipendiary)	2	90 days	Against membership fee

14. **Eligibility of Membership**

Types of Users	No. of books entitled	Period of loan	Remarks
Core Faculty (D.D.E)	6	90 days	Against membership card
Students (D.D.E)	2	30 days	Against membership fee
Ex-Faculty (National Fellow)	20	365 days	Against Caution Deposit
Institutional Member	3	15 days	Against membership fee
Ex-Faculty Member	3	90 days	Against membership fee and caution deposit
Ex-student	Nil	Nil	Reading/reference and xerox facilities available
Ex-member (other than Ex-faculty & Ex-student)	Nil	Nil	Reading/reference and xerox facilities available
Members from other institute	Nil	Nil	Reading/reference and xerox facilities available against library fee