
THE LIBRARY REGULATIONS

1. GENERAL

In these regulations, unless otherwise specified, the word 'Book' shall mean a 'Pamphlet', 'Periodical', 'Manuscript', 'Map', 'Microfilm', 'Microform' or any other type of 'Electronic Material' in the custody of the University Library.

2. WORKING HOURS OF THE LIBRARY

2.1 During the Semester Period: Monday to Saturday 9 AM to 8 PM

2.2 During the Vacation Period Monday to Saturday 9 AM to 5 PM

2.3 The Library shall remain closed on all Sundays of every month as well as on all University holidays.

2.3 The Reading Room, the Reference Section, the Periodical Section, and the Text Book Section and the Text Book Section shall remain open to the students / readers during the working hours of the University Library.

2.4 The Issue Counter / Circulation Counter shall remain open from 9AM to 5 PM.

3. ADMISSION TO THE LIBRARY

The following shall be allowed admission to the University Library:

3.1 The Faculty Members and the Members of the Non-Teaching Staff;

3.2 Other Officials / Officers working on the campus, that is, on deputation, in the Health Centre, Audit Office, Bank etc. (excluding the Daily Wagers and persons working in the Canteen / Mess). Such persons shall be admitted to the membership of the University Library by the Vice-Chancellor on the recommendations of the Registrar;

3.3 All enrolled students and the research scholars;

3.4 The persons not included under sub-sections 3.1. to 3.3. may be admitted to the membership of the University Library by way of paying the Library Security of Rs. 500/- (Rupees Five Hundred Only), refundable on cessation of membership and the non-refundable Annual Library Membership Fee of Rs. 100/- (Rupees One Hundred Only) from 1st April to 31st March every year. Such members shall be allowed to only to consult the Library; and

3.5 Visitors who are not members of the Library may be allowed to use the Library on the recommendations of the appropriate authority of the University. Rs. 10/- (Rupees Ten Only) as the consultation fee shall be charged from visitors.

4. THE LOAN PRIVILEGES

The number of books that can be borrowed and the period of loan for the various categories of members will be as follows:

Category	No. of Books	Period of Loan
Vice-Chancellor	20 (Twenty)	One Month
Registrar	15 (Fifteen)	One Month
Faculty Members	15 (Fifteen)	Full Semester
University Librarian	10 (Ten)	One Month
Administrative/Library Staff	06 (Six)	One Month
Audit/Health Centre Officers	04 (Four)	One Month
Other Employees	04 (Four)	One Month
Class Four Employees	02 (Two)	One Month
Ph.D. Students / Researchers	10 (Ten)	Two Weeks
M.Phil and LL.M. Students	08 (Eight)	Two Weeks
B.A., LL.B. (Hons.) Students	06 (Six)	Two Weeks
Moot Court Participants	04 (Four)	One Week

5. CATEGORIES OF LOAN

5.1 The books marked as 'Reference' shall not **ordinarily** be issued and may, therefore, be consulted in the Library only.

5.2 The books meant for Short Term Loan shall be shelved and kept separately in a designated area.

5.3 All other books shall be available on an ordinary loan. The period of the loan shall be as mentioned in Regulation 4 above.

5.4 All current periodicals and their current volumes shall be treated as 'Reference' books and shall not, therefore, be issued.

5.5 Books meant for issuance to the candidates belonging to reserved categories may be issued to others for an overnight provided if there

is no requisition pending for the same book from any reserved category candidate.

- 5.6 The Librarian may regulate the issuance of books in such a manner as s/he may deem fit. In case of great demand, books issued may be recalled at any time by the Librarian. All residuary powers regarding the use of reading material, provision of other services and the maintenance of discipline and decorum in the Library shall lie with the Librarian.

6. OVERDUE CHARGES

Rs. 1/- (Rupees One Only) per day per volume shall be charged, if:

- (I) A book borrowed from the Ordinary Section is not returned by the due date;
- (II) The book which is recalled by the Library is not returned within the stipulated period; and
- (III) The book issued for overnight use is not returned overnight.

Note: The Reserved Copy issued for overnight use shall have to be returned within one and half hour of opening of the Library on the next day.

7. THE RESTRICTED CATEGORIES OF READING MATERIAL

7.1 The Books marked as 'Reference' and 'Back Volumes' of the Journals and Periodicals shall be consulted in the Library only.

7.2 The Books marked as 'Reference' may be issued overnight provided these are returned next day morning at the time of opening of the library.

7.2.1 **Issue of Books:** Every day after 4 PM upto the closing timings of the Library.

7.2.2 **Return of Books:** Every day within one and half an hour of the opening of the Library.

7.2.3 All current periodicals shall be treated as 'Reference' Books.

Note: A 'Reserved Copy' may be issued overnight during one week preceding the Semester Examinations as well as during the examination days.

8. LOSS / MUTILATION OF BOOKS

8.1 In case of loss/damage of a book, the borrower shall replace the book or in the alternative pay the cost of the book. The replacement

copy shall be a hard bound copy, except when the book thus lost was a paperback copy/edition.

- 8.2 In case the hard bound edition of the book is out of print, a paperback copy of the same may be accepted provided the borrower shall pay the difference between the hard copy and the paperback copy.
- 8.3 The replacement cost of the book shall mean the latest price of the book as per the bibliographical sources available in the Library or the market price or the price as per the Library Accession Register, whichever is higher, plus postal and incidental charges to be incurred in procuring the book.
- 8.4 If the book belongs to a set and is not available singly, the borrower shall have to replace the lost volume or in the alternative, pay the price for the complete set.

9. LOSS OF THE LIBRARY MEMBERSHIP CARD

Duplicate Library Membership Card may be issued to a member on the payment of Rs. 100/- (Rupees One Thousand Only) after the expiry of one week from the date of reporting to the Librarian.

10. SECTION FOR THE RARE, OUT OF PRINT AND THE EXPENSIVE BOOKS

- 10.1 There shall be a separate section for housing the rare, out of print and the expensive books
- 10.2 This Section shall also house the Xeroxed copies of the books, journals, other reading materials that are rare as well as out of print.
- 10.3 A separate Accession Register shall be maintained for such Xeroxed material.
- 10.4 The price of this material shall include: (i) The Cost of Xeroxing; and (ii) The Cost of Binding

Note: In case of loss of any of the above mentioned books / journals by any member / borrower / reader, s/he shall have to pay the price equal to the sum total of **(i)** and **(ii)** plus 10% (Ten Per Cent) of **(i) and (ii)** mentioned above.

11. PHOTOSTAT AND PRINTING FACILITIES

- 11.1 Rs. 1/- (Rupee One Only) per copy shall be charged for photocopy.
- 11.2 Rs. 2/- (Rupees Two Only) per copy shall be charged for printing of papers.

11.3 The above rates may be revised by the Library Committee as and when it deems fit.

12. THE GENERAL RULES

12.1 Conversation and any other type of behaviour likely to disturb or cause inconvenience to the other users must be avoided in the reading area.

12.2 Use of mobile phones / pagers shall be **strictly prohibited** in the Library.

12.3 Smoking, drinking and / or eating shall be **strictly prohibited** with the Library.

12.4 Books, furniture and equipment **must** not be damaged or defaced in any manner.

12.5 Any type of loss of or damage to books must be reported to the Librarian immediately. The user shall be responsible for such loss or damage and shall have to pay for the loss thus caused.

12.6 Every member of the Library shall be empowered to enforce these regulations.

12.7 The members / borrowers shall not be allowed to carry personal books / journals / periodicals to the Library except in the areas meant for those.

12.8 No member of the Library Staff shall be responsible for the loss / theft / damage to the personal property of a member / borrower who shall be expected to take care of their belongings.

12.9 The University Librarian shall be vested with the powers to restrict or suspend the library privileges of any member / user contravening / violating any of the rules / regulations of the Library at any time.

12.10 The Vice-Chancellor may, on the recommendations of the Library Committee may amend / add / delete any of the above regulations in anticipation of the approval of the appropriate statutory bodies of the University.