



# Shri Krishna AYUSH University, Kurukshetra

## Library Rules and Regulations

### **General Rules:**

- All the members are required to maintain proper discipline in the library premises, and observe library rules.
- Library Identity Card is compulsory for getting access to the library.
- Silence to be maintained.
- No discussion permitted inside the library.
- Users found talking loudly, shouting or quarrelling or indulging in eve-teasing or any other act of indiscipline shall be liable to punishment as per University Rules.
- Damage to the Library property may lead to withdrawal of library privileges. In serious cases heavy fine and other disciplinary action will be taken.
- Smoking/ Spitting is strictly prohibited in the Library premises.
- Registration should be done to become a library member prior to using the library resources.
- No personal belongings allowed inside the library.
- Personal text books, printed materials and issued books are not allowed to be taken inside the library except outer reading room.
- Using mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and sign in the register kept at the entrance counter before entering library.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The librarian may recall any book from any member at any time and member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the book borrowed on his/ her card.
- Library users cannot make any change in library seating arrangement as well as books arrangement order.
- Refreshment of any kind shall not be taken anywhere in the library premises.

### **Membership:**

The following are entitled for membership:

- Students of the University.
- Teachers of the University.
- Non Teaching staff of the University.
- Any other with the permission of Hon'ble Vice-Chancellor/ Registrar.

**Admission to library:**

Only registered members shall be permitted admission to the Library. He/ She must produce his/ her Library 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 University Librarian/ University authority. 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 on his own risk. The University Librarian reserves the right to refuse entry to any unauthorized or undesirable person and sent the visitor out of the Library.

**Working hours of the Library:****Library opening & closing timings:**

Monday to Friday 09:00 am to 05:00 pm  
(Saturday 09:00 am to 01:00 pm)

**Reading room opening & closing timings:**

Monday to Saturday 09:00 am to 10:00 pm

**Book issue return timings:**

Monday to Friday 09:00 am to 04:00 pm  
(Saturday 09:00 am to 12:30 pm)

The library will, however, remain closed on all Gazetted Holidays/ Sundays. This time scheduled is subject to change by the University Librarian with the approval of the Vice- Chancellor/ Registrar or Library Committee.

**Circulation Issue System:**

S. no.	Category	No. of books	Loan period
1	Faculty members and Statutory Officers of the University	8	30 days
2	PG Students	6	30 days
3	UG Students	3	14 days
4	Diploma Students	2	14 days
5	Certificate Course	2	14 days

Book will be issued to presentation of the library ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Non-print materials (audio, visuals, CD/ DVD's etc.) shall be issued for overnight only to Teachers/ Officers of University with the permission to the University Librarian. Reference books, Journals, Magazines and Thesis are not to be issued.

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

**Re-Issue and Re-Call of books:**

Books shall not be re-issued to same borrower, if any other Library user has reserved them. Books can be recalled at any time with assigning any reason. Failures to return them entail usual overdue charges from the date of recall.

**Reservation of books:**

A book on loan can be reserved for a member of 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 if intimation, failing which the reservation will be cancelled and the book will be available for normal circulation.

**Overdue charges:**

Materials borrowed should be returned on or before the due date mark in Due-Date-Slip pasted in the book if returned late overdue fine will be charged for the delayed period. Repeated violation of this rule by the user, may lead to suspension or withdrawal of the membership.

**The overdue chargers are as follows:****General books:**

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

**Book Lost:**

If the books are lost, then the borrower shall replace the books for the same edition or latest edition or pay double cost of the book after getting permission from the librarian. In case the current price of the book cannot be certified from a standard bibliographic source, then the recorded price of the book shall be payable. 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 editions 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).

**Care of library borrower cards:**

Take special care to maintain the library borrower cards. Do not fold, alter entries made on the cards. Members are responsible for loss and misuse of the library borrower card.

**Loss of cards:**

A member who loses a Library Identity Card shall make a written report to the University Librarian/ Principal IAS&R. He/ she shall be charged Rs. 100/- 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 card holder shall be responsible for any misuse of the lost Library Card.

**Validity of cards:**

Library ID cards are valid for the one year duration of the course to access library facilities. At the end of the course ID cards shall be returned to the Principal office IAS&R.

**No due certificate:**

Each student shall obtain No dues certificate from the library before the commencement of examinations, or terminating connection with the University in mid-session for any reason. It will issue after returning of all the books in the Library. Every member should be surrendering the cards, and after paying outstanding dues, if any.

**Care of library books:**

The students are required to handle the books/ Journal very carefully; marking with pencil, writing or highlighting, tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the

library staff at the time of issue. The University Librarian shall be competent to impose any of the following penalties of damaging/ mutilating/ disfiguring a book or any other reading material. To realize the current cost of the book (s), binding cost and processing charges as applicable and or fine. To realize at least double the current price of the book or non-print material and/ or fine if mutilated or damaged in any other form.

**Access to books:**

The University Library follows "Open Access System" for time being. It is mandatory for all the library users to get the belongings checked at the gate before leaving the Library.

**Photocopy services and facilities:**

The Library provides photocopy services to members through private vendor for academic literature only approved by library staff i.e. books, journals and other material, subject to copyright law at the rates approved by the University. If private vendor are not available then library should provide the facility.

**Library Assistance and Inter Library Loan:**

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 and other study 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.

**Book bank:**

SC/ST, poor, needy and deserving students of University can become a member of the book bank giving application along with cast certificate, by paying refundable membership fee of Rs.100/- for UG, Rs. 200/- for PG for full duration of course.

Members of the book bank will be issued 4 textbooks for each semester/ year. Book(s) shall be returned within two days after the theory examination, otherwise fine of Rs. 1/- per day per book will be charged.

**Reference section:**


This section has Encyclopaedia, Dictionaries, Directories, Maps, Atlas, Annuals, Manuals, Thesis and Reference text books etc. which are only available for reference. Users can make use of these resources.

**Journal section:**

In these section journals, general magazines and newsletters are available. They are arranged alphabetically. The latest issues are displayed on display rack and other previous issues are arranged in the drawer Bound.

**News Papers:**

Newspapers are placed on newspaper stand for reading news. Readers cannot remove newspaper from newspaper stand. Readers are not allowed to take newspaper outside of library.

  
Librarian,  
Shri Krishna AYUSH University,  
Kurukshetra