

University Library

Library Rules as Approved by the Library Committee in its meetings held on 31.01.2019 and 02.08.2019

1. General

The University Librarian, with the approval of the Library Committee, will frame rules for purchase of books, journals and other learning resources, maintenance of records of books etc., library's working/opening hours, library users' privileges and conditions of loan, library fee, overdue charges, library membership, recovery of books lost by the borrowers, inter-library-loan, no dues certificate, security of library and its property, maintenance of discipline, etc. in the University Library System, comprising Central Library and its satellite libraries and will implement the same.

2. The University Librarian

The University Librarian will be the Controlling Officer of the University Library System as laid down in the University Act (Haryana Act No. 24 of 2014). He will report to the Vice-Chancellor and implement policies approved by Library Committee for smooth and efficient administration, organization of library collection, maintenance and enhancement of library services, and adoption of new technologies to keep pace with the emerging challenges. He will have full powers to purchase books and other learning resources in accordance with the policies framed by the Library Committee.

3. Acquisition of Books and other Learning Resources other than Journals

3.1 Book Acquisition Policy

- (a) Books and other learning resources will be purchased on the recommendations of Chairpersons of teaching departments/Heads of Administrative Offices by the University Librarian in accordance with the Acquisition Policy approved by the Library Committee on the recommendation of a Committee to be constituted by the Vice-Chancellor. The University Librarian will be competent to recommend books and other learning resources of general nature such as

encyclopaedias, fiction, general knowledge books for competitive examinations, additional copies of textbooks already recommended by the subject experts, etc., which are otherwise not normally recommended by the Chairpersons. This policy will also apply to purchase of books for prize distribution, summer institutes, fellowship holders and such other programmes sponsored by the University, UGC etc. Such books may be purchased directly only if the University Librarian expresses inability to procure the same.

- (b) As per Rule 143, Chapter 5 of General Financial Rules 2017 of Govt. of India, books have been excluded from the category of goods defined in this rule. Hence, no separate tenders other than Book Acquisition Policy, will be required for purchase of books.
- (c) The University Librarian will be competent to operate all the funds meant for books and other learning resources, allocated in various schemes of the university budget.
- (d) The University Librarian will provide necessary help to the faculty in the selection of books by circulation of publishers' catalogues, organization of book exhibitions, arranging visits of the faculty to world book fair, etc.
- (e) The recommendations of books received from the Chairpersons etc. will be checked for duplication by the library staff. Ordinarily, one copy each of the recommended books will be purchased, unless multiple copies are recommended.
- (f) Order for books will be placed after duplication checking. Sanction of the competent authority may be obtained after receipt of books and their invoices. Books recommended in the running financial year may be purchased in the succeeding financial year if sufficient funds are not available. Book bills received in the running financial year will be admitted for payment in the succeeding financial year, if they remain unpaid due to shortage of funds.
- (g) Where possible, necessary arrangements should be made for closer collaboration with other Institutions for building up and sharing of resources, especially when costly databanks, databases, books, journals, etc., are involved.
- (h) The University Librarian will decide the standing vendors/suppliers for purchase of print books, e-books, and other forms of learning resources as per the acquisition policy with a view to:
 - (i) simplify the procedure for acquisition/subscription of various types of learning resources, published in India and abroad, by commercial publishers, professional societies, national and international organisations (such as UNO, Unesco, IMF, World

- Bank, FAO, etc.), Central and State Govt. publications, etc.;
- (ii) stabilize and introduce uniform terms for supply of books in the University Library System.;
- (iii) ensure efficient service to the University Library System.
- (i) In special circumstances such as purchase of costly manuscripts and art objects, sanction of the competent authority will be obtained in advance.
- (j) Appropriate arrangements for binding of books and other learning resources will be made by the University Librarian.

3.2 Terms and Conditions to be Mentioned on the Book Order Form

While placing the orders, the following terms and conditions will generally be mentioned in the order form:

- (i) Damaged or defective copies will not be accepted.
- (ii) Supply the books within a month from the date of order. In case, more than one month's time is required for supply of ordered items, obtain prior approval of the University Librarian.
- (iii) The University Librarian will be at discretion to cancel/accept the order or take such other action as deemed proper by him, if the order is not executed within the specified period.
- (iv) The invoice should be accompanied by the following certificates:
 'Latest publishers' prices have been charged'.
 'Book is not a remainder title'.
 'Book is a short discount or no-discount title'
 (In case of 'short discount or no-discount title', proof for 'short discount/no discount' will be furnished by the supplier)
- (v) Lowest priced/paperback/Indian edition of the books will be supplied, if such edition is available, unless specified otherwise in the order.
- (vi) Supply of latest editions supply will be accepted. In case, old edition is supplied and the discrepancy is detected at a later stage, the supplier will have to replace the old edition with the latest edition available on that date with no extra cost to the library.
- (vii) The consignment will be F.O.R. destination i.e. University Library, PLCSUPVA, Rohtak.
- (viii) In case of foreign publications, original prices in foreign currency along with the rupee prices will be mentioned in the invoice.
- (ix) Date of billing will be taken as the date for determining the foreign exchange rate, with indication of the rate in the invoice.
- (x) Foreign exchange rate for foreign publications will be admissible as per rates of RBI/any scheduled bank or private bank approved by RBI to deal

in forex or rates published in Economic Times/Financial Express/Hindu/Internet etc.

- (xi) The currency will be determined either by the publisher's policy or country of origin.
- (xii) Books, supplied through V.P.P. without prior permission, will not be accepted.
- (xiii) Normally, invoice for more than twenty titles will not be raised.
- (xiv) Any other condition to be added or deleted by the University Librarian with the approval of the Vice-Chancellor/ Library Committee.

3.3 Price Proof

- (a) When the books are purchased from the retail booksellers, the retailers will produce the price proof from the Publishers/Stockists/Distributors and will also record the following certificate on the invoice:
“Certified that latest editions of the books have been supplied, latest publishers’ prices have been charged, and proof thereof is enclosed.”
- (b) When the books are purchased from the Stockists/Distributors, the following certificate will be obtained from them on the body of the invoice.
“Certified that latest editions of the books have been supplied, latest publishers’ prices have been charged, and proof thereof is enclosed.”
- (c) When the books are purchased from the publishers, no separate price proof will be required.
- (d) The price proof will be shown to the Audit for verification.

3.4 Certificates to be Recorded on the Invoices of Books, etc.

Following certificates will be recorded by the University Librarian/nominee not below the rank of Assistant Librarian on the invoices of books purchased from various sources:

- (a) Discount given has been verified and found correct.
- (b) Books have been entered in the Accession Register at number(s) _____.
- (c) Prices charged by the suppliers have been verified and found in order.
- (d) Latest editions of books have been purchased.
- (e) Books have been received in good condition.

4. Subscription of Journals and Serials

- 4.1. (a) Current research journals will be subscribed either directly from the Publishers without inviting any quotations or through the Agents in accordance with the policy to be decided by a Committee constituted by the Vice-Chancellor.
- (b) Back sets of journals, if required, will be purchased on the basis of quotations by a Committee to be constituted by the Vice-Chancellor.
- (c) Payment of subscription of research journals/magazines in advance is a universal practice. Hence, their subscription may be remitted in advance against the Proforma invoice(s) against Bank Guarantee equal to 5% of one year's total subscription of the journals, if journals are subscribed through Indian Agents. No such Bank Guarantee will be necessary for direct subscription from the publishers—Indian or foreign.
- (d) Advances drawn for remittance of subscription may be adjusted on the basis of Actual Payment Receipt. If no receipt is available and the service of the journal has started, then the advance will be adjusted on the basis of the following certificate to be recorded by the University Librarian/Rep. not below the rank of Assistant Librarian:
“Certified that the service of the journals(s) being subscribed in the library has started”.
- (e) Orders for subscription of journals will be executed only after entering an agreement on non-judicial stamp paper duly signed by the University Librarian and the Agent as agreed upon in terms of rates, supply time and other terms and conditions.
- 4.2. The journals will be bound on the completion of volume and subsequently, accessioned in the Accession Register.
- 4.3. Details of payment and attendance for the receipt of issues of journals will be recorded in the following e-format :

SUBSCRIPTION RECORD

Journal's Details		
Title:		
Call No.	Frequency	Vol. per year :
Publisher :		
Department :		
Library Has :		

Payment Record								
Agent	Period covered	Vol. No.	Amount of Subscription	Invoice No. & Date	Payment details	Period extended	Refund, if any	Remarks
1	2	3	4	5	6	7	8	9

Attendance Record														
YEAR	Volume	January	February	March	April	May	June	July	August	Sept.	October	Nov.	Dec.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

There will be separate record for each journal. Payment and attendance record will be maintained for a period of five years.

4.4 Subscription of Newspapers and Popular Magazines

Newspapers and popular magazines such as frontline, India Today, Time, etc. may be purchased from the local Agents/vendors. Payments of these materials will be made monthly, quarterly or yearly, as the case may be, on the receipt of invoices. Benefit of commission will be availed of after inviting rates, if any.

5. Purchase of e-resources

E-resources such as e-books and e-journals may be purchased through a consortium formed for all the Universities and Colleges of Haryana at state level or consortium formed at national level by Ministry of Human Resource Development/ any other Ministry/autonomous body such as CSIR, ICAR, etc./any other agency authorized by Union Govt./State Govt. or directly by the Library from the publishers in case of specific titles, if such titles are not available through any consortium, through a Committee to be constituted by the Vice-Chancellor.

6. Verification of Bills etc.

- 6.1. Pre-auditing will limit to the stage prescribed in the University Account Code.
- 6.2. The University Librarian/nominee not below the rank of Asstt. Librarian

will verify and check the bills of books and journals and other articles purchased for the Library and will record the prescribed certificates.

6.3 In case of advance payment for the subscription of journals, the University Librarian will conduct a review every six months, and submit a report to the Vice-Chancellor at the end of the financial year w.r.t. the list of such journals as are not received, mentioning reasons thereof, efforts made to procure these issues, and the total cost of such issues as are not received. The University Librarian will monitor personally the adjustment of advances and ensure timely settlement thereof.

6.4 The list of books, journals, etc. purchased for the Library will be displayed regularly for access to users and the University Librarian will submit a certificate to the Vice-Chancellor in April every year that the books etc. purchased thus far have been processed and properly arranged on the shelves.

7. Maintenance of Records

7.1 Accession Register

ACCESSION REGISTER

Date	Accession No.	Author	Title & edition	Place & Publisher	Year	Pages	Volume	Source	Cost (Rs./\$/£/€)	Class No.	Book No.	Bill No. & Date	Remarks

All the books and other reading material (print/electronic/other form) purchased and/or received as gratis or on exchange basis, which will be kept in the library on more or less permanent basis, will be entered in the Accession Register in the serial order. There will be a single order of accession numbers irrespective of maintaining separate registers for purchased books, gratis books, bound volumes of journals, non-book material, art objects and manuscripts. Separate Accession Registers may be maintained, if the need be, for:

- (a) Books purchased (Print form)
- (b) e-Books purchased/gratis
- (c) Bound volumes of journals

- (d) Gratis books
- (e) Non-book material (Audio/Video Cassettes/ Microfilms, microcards, etc.)
- (f) Art objects and manuscripts, etc.

7.2 Withdrawal Register

There will be a single Withdrawal Register for all categories of learning resources/reading material/documents. All the books and other learning resources withdrawn from the Accession Register on account of loss due to theft, mutilation, unfitness for use etc. will be entered in this register in the serial order. The withdrawal number will be reflected against the relevant Accession Number in the Accession Register. Withdrawal Register will be maintained in the following form:

Withdrawal Register

Date	Withdrawal No. (in serial order)	Accession No.	Author	Title	Reason for withdraw	Withdrawal Order No. & date	Sanctioning Authority	Cost (Rs.)	Remarks

7.3 Accession Numbers of books/bound volumes of journals/other learning resources will be recorded on the invoice. In addition, it will also be recorded on the back of title page, secret page to be decided by the University Librarian, and the last page of the document. Entries in the Accession Register will be made from the bills presented by the book suppliers.

7.4 For other items/media like Audio/ Video Cassettes, microfilms etc., accession numbers will be written in indelible ink where it could be clearly seen.

7.5 Libraries receive reading material in gratis also. Most of the material received in this manner is worthless, and is of no interest to the library. Majority of this material is propaganda or publicity material. The University Librarian, keeping in view their value for the library, will take

- 7.7. All corrections in the Accession Register and other records will be duly attested under the signature of the University Librarian/Nominee not below the rank of Asstt. Librarian.
- 7.8. Non-book material having 49 or less pages excluding Title Page will not be accessioned because they are not meant to be stored permanently, unless it is of permanent nature.
- 7.9. Unsolicited gifts will be accessioned only if they are of abiding interest to the Library. Gifts specially requested and publications received in exchange (if worthwhile) will also be accessioned.
- 7.10 Prices of accessioned gratis books will be fixed by the University Librarian keeping in view the subject, nature of binding, size, etc. if it is not printed.

8. Accessioning of reprints, photocopies, pamphlets and other material of similar type/nature

Reprints, photocopies, pamphlets and other material of similar type/nature having transient value but procured against payment, may not be accessioned. Such material may be entered in a separate temporary register in the form mentioned under Rule 7.6. University Librarian/ Nominee not below the rank of Assistant Librarian will record the following certificate on the invoice for making the payment:

9. Safe Custody and Safeguards for Preservation of Books and other Learning Resources

- 9.1. The University Librarian will be responsible to make arrangements for the safe custody and preservation of books and other articles in his custody. He would take such steps as may be necessary to safeguard the library materials against any misuse, theft, damage by insects/humidity, or tampering of the books, journals, manuscripts, non-consumable and other articles in his custody. Rare manuscripts, art objects, and other valuable acquisitions, will receive his special attention, being costly and material of special nature.
- 9.2. The University Librarian will review, from time to time, the arrangements for safe-custody and preservation of library collections and submit his proposals to the Vice-Chancellor/Library Committee for consideration and appropriate action.

10. Fine and Overdue Charges

10.1. Overdue Charge for Late Return of Books

Overdue charge at rate of Re.1/- per book per day will be levied for return of books after due date.

10.2. Remission of Overdue Charge

The University Librarian will be competent to remit full or part of the overdue charge. He may delegate the power of remission to an Officer not below the rank of Asstt. Librarian.

10.3. Receipt for Realization of Overdue Charge

A receipt for realisation of overdue charge will be issued either manually or electronically in the form given hereunder under the signature of the staff posted at the Check-out Check-in Counter. The duplicate foil will be maintained in the library.

STATE UNIVERSITY OF PERFORMING AND VISUAL ARTS, ROHTAK UNIVERSITY LIBRARY

CASH MEMO

Book No. _____ Receipt No. _____ Date _____

Library Member's Name : _____

Acc. No.	Author and title of the book	Amount (Rs.)
Total amount (Rs.)		

Amount in words : _____

Signature of the Official

10.4. Maintenance of Overdue Charges Register

An Overdue Charges Register will be maintained in format given below. The books and other learning resources, which are not returned on due date, will be entered in this Register on the date of return after the closing time for

return of books. The amount realized will also be entered in this Register. If the overdue charges have been remitted, indication to that effect will be given in the Register under the signature of the University Librarian/nominee not below the rank of Assistant Librarian.

STATE UNIVERSITY OF PERFORMING AND VISUAL ARTS, ROHTAK
UNIVERSITY LIBRARY
OVERDUE CHARGES REGISTER

Date	Name of the Borrower	Accession No.	Date of return	Overdue charges	Receipt No. with date	Remarks

- 10.5. The overdue charges realized under rules will be accounted for in the Cash Book.
- 10.6. The overdue charges realized during the day will be deposited with the University Cashier on the next working day.
- 10.7. At the end of the month, a statement of such credit will be forwarded to the Finance Office in the format prescribed by the Finance Office.

11. Physical Verification of Books etc.

These rules are consistent with Rule 215, Chapter 7 of General Financial Rules 2017 of Govt. of India.

- 11.1 Complete physical verification of the library collection will be conducted by the library staff every year, if the books/bound volumes of journals collection is less than 20,000 volumes. If the collection exceeds 20,000, but less than 50000, then complete physical verification will be conducted at least once in three years. If the library collection exceeds 50000, then sample physical verification will be conducted at intervals of not more than three years. In case, such verification reveals unusual or unreasonable shortages, complete verification will be done. The list of books not accounted for will be prepared. Only those books, which are not traceable in two consecutive physical verifications/ remain untraceable after intensive search, will be treated as missing. The

University Librarian will place the list of missing books and journals before the Library Committee with proposal for appropriate action. Further action will be taken as per decision of the Library Committee.

- 11.2 The physical verification of the Satellite/Departmental Libraries will be conducted every year in accordance with Rule 11.1. The physical verification report will be submitted to the University Librarian. The following certificate will be recorded, if the report is in order, on the Satellite/Departmental Library Register by the University Librarian/Nominee not below the rank of Assistant Librarian:

“The physical verification has been conducted and the stock has been found in order”.

- 11.3 No book, which form the part of the library stock, will be written off without the permission of the competent authority. All proposals for writing off books will be processed through the University Librarian. The books that are transferred temporarily from University Library to the Satellite/Departmental Libraries will also be covered under this rule, such books being property of the University Library.
- 11.4 A loss of five books/ documents for every 1,000 books/documents consulted and issued on loan will be considered as a reasonable loss per year and the same will be written off by the competent authority.

12. No Dues Certificate

- 12.1. All the employees – temporary or permanent— of the University will obtain “No Dues Certificate” from the University Library before leaving the University irrespective of purpose/reason of leaving including deputation, lien, fellowship, long term training and leave of the kind due for private affairs within India and abroad. The Chairpersons of teaching Departments/ Administrative Heads of Offices will ensure before relieving an employee/clearing his/her dues/issuing degree or releasing security of the student that the employee/student has produced “No Dues Certificate” from the University Library.
- 12.2. All the students will obtain ‘No Dues Certificate’ from the Library before leaving the university. The library security of the students will be refundable on production of “No Dues Certificate” from the University Library. The Research Scholars/M.Phil. students will be required to obtain ‘No Dues Certificate’ from the University Library before submission of dissertation/ thesis.
- 12.3. Before the University Library issues “No Dues Certificate”, the University Librarian will ensure that no book remains outstanding against the employee/student seeking “No Dues Certificate” in any of its

satellite/departmental libraries.

13. Weeding Out Policy

Library is a growing organism and keeps on adding new books of all categories, new editions of old books, single copies of books of general category, multiple copies of textbooks, and so on. Though a large majority of the books are of lasting value, yet some books stop finding users after a time for several reasons. For example, multiple copies of textbooks are purchased in the library to meet the requirements of syllabus and the students. Publication of new editions of such books and acquisition thereof in the library render the previous edition unwanted. At the most, one or two copies of the old edition can be retained for record and historical reasons. Similarly, re-prints, photocopies, pamphlets and other ephemeral material acquired for some specific purpose need regular weeding out. Maintenance of such collection taxes the library space and time & energy of manpower. Such collections, therefore, warrant weeding out from time to time in accordance with Rules 13.1 to 13.4.

13.1. Weeding Out Books Rendered Unfit for Circulation

Some books are rendered unfit for circulation due to their heavy use or mutilation. The University Librarian will constitute an Internal Committee of Sr. Library Professionals to conduct a preliminary survey of such books. The report of the Internal Committee will be placed before the following Committee for consideration and recommendation :

- | | | |
|-------|--|------------|
| (i) | University Librarian | - Convener |
| (ii) | Two Deans/HODs not below the rank of Professor to be nominated by the V.C. | - Members |
| (iii) | Finance Officer/nominee | - Member |

The recommendations of the above Committee will be placed before the Library Committee for consideration, subject to financial approval of the competent authority for weeding out the unfit books.

13.2. Weeding Out of Multiple Copies of Old Editions

Two copies of old editions of books which are not in demand may be retained, while the rest may be weeded out. However the procedure described under Clause 13.1 above will be followed.

13.3. Weeding Out Re-prints, Photocopies, Pamphlets and other Ephemeral Material

Re-prints, photocopies, pamphlets and other ephemeral material acquired against payment and non-book material having 49 or less pages received in the library free of cost may be weeded out by the University Librarian from time to time.

13.4. Disposal of Magazines/Newspapers/ Duplicate & Stray Issues of Journals

The newspapers and popular magazines, which do not have permanent value for the library, may be disposed of every year in April or afterwards. The duplicate issues of journals received free of cost may also be disposed of every year.

14. Annual Report

The Librarian will prepare the Annual Report of the University Library System, summarizing the activities and achievements made during the year, and place the same before the Library Committee for consideration and approval.

15. Library Timings

University Library will function in two shifts and open as per schedule given below :

i. Working days (Monday to Friday)

Winter (October to March)

9.00 a.m. to 7.00 p.m.

Summer (April to September)

9.00 a.m. to 8.00 p.m.

ii. Saturdays and Holidays other than (iii) below

9.00 a.m. to 5.00 p.m.

iii. Sundays, 26th January, Holi, 15th August, 2nd October & Diwali .

Closed

iv. Check-in Check-out

9.00 a.m. to 6.00 p.m.

16. Library Fee and Library Security

Library Fee and Library Security as prescribed in the Prospectus will be charged from all the students at the time of Admission. Library Security is refundable within a year after leaving the University failing which it will stand forfeited.

17. Library Membership

Those who intend to use the library facilities are required to enroll themselves as Members of Library by filling a prescribed proforma. The Library Membership card is non-transferable. The following are entitled to enroll themselves as Members of the Library :

A. University Staff

- i. Teaching staff posted at Main Campus as well as Outstations.
- ii. Other staff of the University posted at Main Campus only.
- iii. Students (UG/PG/M.Phil./Ph.D.) of various Depts. at the Main Campus

B. Special Membership.

The following may be enrolled as Special Members of the University Library:

- i. Serving teachers/ scientists of other Haryana State Universities.
- ii. Aspirant scholars for admission to Ph.D. in PLCSUPVA duly recommended by Chairperson/ HOD/ University Librarian.
- iii. Ph.D. students of other Universities.

The following conditions will govern the enrollment of the above applicants for Special Membership:

- i. Approval of the University Librarian.
- ii. Surety of a serving University employee with atleast 05 years of regular service.
- iii. Refundable Library Security of Rs. 2500/- to be deposited with the University Cashier.
- iv. Payment of Rs. 250/- as annual Library Fee.
- v. Based at Rohtak

18. Permission to the Wards of University Employees to Use Library facilities

- i. The University Librarian/his authorized Rep. may grant permission to the spouses and wards of the University employees.

- ii. Each spouse/ward may be charged a sum of Rs. 100/- per quarter as Library Fee.
- iii. The requests for permission shall be forwarded through the respective Chairpersons/HODs to ensure the authenticity of information.
- iv. The father/spouse will be responsible if the permission holder is found creating any indiscipline or found causing loss to the Library in any manner.
- v. Permission shall not be granted for more than a year in one go. It may be renewed subject to S. No. (ii) and (iii) above and good behaviour of the permission holder.
- vi. Request for permission should be submitted on the prescribed proforma available from the University Library.
- vii. Readers' Tickets/ID-cum-Library Card will not be issued to the permission holders.
- viii. This permission shall not be valid during the examination days.
- ix. The ward should not be a student of class lower than 10+1.

19. Loan Privileges

The University Library will issue a barcoded Library Card to teachers and University ID-cum-Library Card to students. The bonafide Members will be permitted to borrow books, etc. from the Library on the production of Library Card/Library-cum-Identity Card in person in case of students and in person or through an authorized person in case of University teachers and other employees. The entitlement of the Members will be as under :

- | | |
|---|------|
| 1. Teachers/Counterparts in Library
& Sports/Registrar/COE | - 08 |
| 2. Officers & Other Employees | - 02 |
| 3. Research Scholars | - 04 |
| 4. M.Phil. Students | - 04 |
| 5. Pre-Ph.D. students | - 04 |
| 6. P.G. Students | - 04 |
| 7. U.G./Diploma/Cert. Course Students | - 04 |
| 8. Special Members | - 02 |

20. Loss of Library Card /ID-cum-Library Card

The Member shall be responsible for the loss and misuse of the Library Card/Library-cum-Identity Card. A Member who loses his/her Library Card/Library-cum-Identity Card will submit an application through the Chairperson/HOD/ Controlling Officer for issuing fresh Membership Card. He/she will be issued a fresh Library Card/Library-cum-Identity Card on

payment of Rs. 50.00.

21. Period of loan

- i. Teachers/Counterparts in Library & Sports/Registrar.COE.
 - a. General books - 30 days
 - b. Textbooks - 03 days
- ii. Research Scholars
 - a. General books - 30 days
 - b. Textbooks - 03 days
- iii. P.G. students
 - a. General books - 14 days
 - b. Textbooks - 03 days
- iv. U.G./Diploma/Cert. students
 - a. General books - 14 days
 - b. Textbooks - 03 days
- v. Officers & Other Employees
 - a. General books - 30 days
- vi. Special Members
 - a. General books - 30 days

22. Categories of Learning Resources not to be issued

Learning resources in the following categories shall not be issued:

- i. Reference books.
- ii. Reference textbooks.
- iii. Journals
- iv. Theses.
- v. Rare books
- vi. Course catalogues and question papers

23. Recall and Re-issue of books

Books will not be re-issued to the same borrower, if they have been reserved by some other library member. Books can be recalled from any borrower, if required. Failure to return them will entail usual overdue charges from the date of recall.

24. Reservation of books

A book on loan can be reserved for a Member on his/her formal request. An intimation will be sent to the Member who had requested for reservation

immediately after the return of the book. The requester will collect the book within four days from the date of issue of intimation failing which the same will go back in normal circulation.

25. Conditions of loan

Borrowers must satisfy themselves about the physical condition of the books before borrowing. They will be held responsible for any damage or mutilation noticed at the time of returning the book (s). All books on loan will be returned on or before the due date marked on the Due-Date-Slip in the book, failing which overdue charge will be realized from the borrower as per Rules. Repeated violation of this rule by the Members, may lead to suspension or cancellation of the Membership of the defaulting Member.

26. Loss of Books (General, Text, Reference, Multivolume & out-of-print books) and Journals

- i. If a book is lost by any Member, he/she will replace the book subject to the satisfaction of the University Librarian.
- ii. If the borrower fails to replace the lost book, he/she will be charged double the register cost + 10% of the register price as processing charges.
- iii. Current foreign exchange rates will be charged, if the lost book is a foreign publication.
- iv. If a book belonging to a set is lost, the borrower will replace either the lost volume of the set of the same edition, failing which entire set will have to be replaced. He/she will be allowed to take the remaining volume(s) of the set in case of replacement of the entire set.
- v. Rule (iv) above will be applicable to journals also.

27. Damage to Books/other Learning Resources

Deliberate damage - mutilation, defacement, dog earing, disfiguring etc. - to learning resources will warrant severe penalty. The University Librarian will be competent to impose any of the following penalties in such cases :

- i. Current price of the book (s) + 10% of the register price as processing charges, if the book is defaced/ dog eared/disfigured.
- ii. At least, double the current price of the book (s) + 10% of the register price as processing charges, if the book is mutilated.

28. Admission to Library

- i. Only registered Members shall be permitted admission to the Library. He/she will produce his/her identity card at the Security Counter of the Library failing which admission will be refused. However, non-members will be allowed admission only with special permission of the University Librarian/authorised Representative. Any member, who is desirous of using the library, will enter his/her name in the Register maintained at the Library Gate. Such entry will be taken as an acknowledgement that the visitor agrees to abide by the Library Rules. The University Librarian reserves the right to deny entry to any unauthorized or undesirable element, and send the visitor (s) out of the Library, if he/she does not show Identity Card on demand.
- ii. All members will deposit their personal belongings at the Library's Property Counter. Library will not be responsible for any loss or damage to the same. Taking a briefcase or bag inside the library is strictly forbidden. Users will let the library staff at the Exit check their belongings like books, files etc. before they leave the library.

29. Access to Books

The University Library will follow an "Open Access System" with some exception. The Members will have the privilege of free access to the Stack Areas. However, they will not have free access to those categories of books which have been put in "Restricted Use Category" due to their special nature. Books from this category will be allowed to be consulted with the permission of the University Librarian.

30. Inter-Library Loan and Library Assistance

The Library Staff will provide assistance to the library members in tracing the learning resources, consultation of library, literature search, etc. The books and other reading materials, not available in the library, will be procured on loan from other libraries on request of the Members. The photocopies of articles/ research papers/chapters of books, etc., will be procured from other libraries against payment by the requestor, at the rates fixed by the library, supplying the photocopies.

31. Satellite Libraries

All Satellite/Departmental Libraries on Rohtak Campus and outside i.e. Regional Centre at Aterna, will observe the same rules as are applicable to the University Library.

32. Discipline within the Library Premises and Other Guidelines

- i. University Librarian is empowered to levy any kind of penalty against the miscreant (s) for any sort of crime against the library documents, and indiscipline and misconduct in the library premises.
- ii. Cell phones will be kept in switched off mode in the library by the library users as well as library staff. Any violation of the directive may invite minimum penalty of Rs. 20/- in each case which the University Librarian may enhance upto Rs. 100/-.
- iii. Smoking, eating etc. in the library is strictly prohibited.
- iv. Combustible material is strictly prohibited inside the library premises.
- v. Only light writing material like class notes will be allowed inside the library. Personal books, books belonging to other libraries, rain-coats, umbrellas, bags, etc. will be deposited at the Library's Property Counter.

33. Any other rule to be added or deleted

The University Librarian, with the approval of the Vice-Chancellor/ Library Committee, will be competent to frame new rules(s) or modify or delete any of the above rules.