

# LIBRARY RULES

Students and staff of USBM are eligible to access and use the library by following library rules and regulations but to checkout library resources one will need to become a library member.

## Membership

1. Student, teaching and non-teaching staff may apply to the Librarian for membership of USBM Library
2. At the beginning of each semester students will take no due certificate.
3. Students will renew membership at the beginning of each semester till the university has its own smart card for the students.

## General Rules

1. Before entering the Library the users shall show valid photo ID and handover their personal books, bags, sticks, umbrellas, parcels, attaches, port-folios, brief cases, newspapers and loose garments etc. Outside
2. Users will be responsible for their own goods belongings inside the library and library will take no responsibility for any kind of loss of personal belongings.
3. Mobile phone, audio or video devices should be switched off before entering the Library.
4. Deposited materials shall have to be collected from the check point after returning respective token/key at least 15 minutes before closing of the Library on the same day. Library staff shall not ordinarily be responsible for safety of the articles, if not collected on the same day.
5. Class notes and exercise papers may be allowed to be taken inside the Library subject to checking at the gate at the time of entrance.
6. After study, books should be kept on the reading table. Library staff shall arrange books in shelves in due time.
7. Books issued for study in the respective reading room shall not be removed elsewhere without written permission.
8. Smoking and use of matches or lighters in the Library premises are strictly prohibited. All Library members are required to maintain a quiet atmosphere in the Library and cooperate with Library Administration. Library privileges may be withdrawn from the members for violation of library discipline.
9. Library will be under CCTV surveillance and activities of users will be recorded.

## Borrowing Facility

1. Student members shall be entitled to borrow 3 book(s) at a time for a period of 14 (fourteen) days.
2. Faculty members may borrow maximum 10 books for one semester.
3. Members of administrative services may borrow 3 books for 14 days.
4. Members of non-teaching research group may borrow 5 books for 14 days.
5. No one shall be entitled to borrow books in more than one capacity /appointment.
6. Library shall be kept closed at the time of inventory/stocktaking. All book(s) on loan irrespective of the date of borrowing must be returned to library before the inventory takes place.
7. Processing of book (s)/ journals shall be done.

### Circulation Rules

1. The Borrower may be refused to issue book(s) if s/he is not present in person
2. Borrowers must submit their own Library ID while check out any resource.
3. Encyclopedias, dictionaries and other reference materials shall not, as a rule, be loaned out of the Library
4. Reserved/not for loan/Confined books may generally not be issued.
5. Borrowers and readers are expected to check defects in any books issued to them and immediately call the attention to the library official on duty to any such defect. Borrower shall be held responsible for any damage detected at the time of return and shall be required to compensate of the loss.
6. In case a book or any other library materials are lost or damaged while on loan, the borrower shall be held responsible and s/he shall be required to replace the book(s) or shall pay double amount of the current price of the same. Fines for delay at usual rate shall be charged till the matter is finalized. If the matter is not finalized within two months of due date then it will be reported to the library committee.
7. In case a book or any other library material is mutilated or disfigured while on loan, the borrower shall be held responsible and in such cases, s/he shall be required to compensate the loss.
8. No book(s) shall be issued to the users within the last 15 minutes prior to schedule lending period
9. Unbound periodicals or books not sufficiently protected by binding shall not be issued from the library except with the permission of the Librarian.
10. The borrower on suspension or cessation of membership must return all library books along with her/his card or barcode.
11. Two copies of each text book will be reserved as Not for Loan.
12. The Librarian reserves the rights to recall book(s) before the due date.
13. Breaches of library discipline other than covered in these rules shall be dealt with by the head on recommendation by the Library Advisory Committee.

### Use of Computers and Internet

1. Personal Laptop Computers will be allowed inside the library but the users will maintain such an environment which will not disturb the others.
2. Internet access will be provided for the users having laptops and necessary access permission to net will be available from the IT section.
3. Computers and Internet will be used only for academic purposes
4. User will not use internet and any other equipment for recreational purpose.

### Penalties

1. Any member failing to return the borrowed book(s) or other resource within due date, s/he shall be charged Rs. 5.00 only per day as late fine.
2. Maximum amount of the late fine will not cross the current price of the book.
3. Any person retaining book(s) after the deadline for inventory / stock verification shall incur a fine of Rs.5.00 per day per book
4. If any reader walks out of the Library with book(s)/library materials or is found to be mutilating or tempering with books/Library materials the following penalties shall be imposed:
  - (a) The results of the member students appearing at the Semester final examinations shall be withheld unless all books/ journals are returned, fines paid.
  - (b) No member of the University staff shall be given a clearance on their resignation, leave without pay for study without the clearance from the Library, It will be the responsibility of the accounts section/division to make final payment to any member of the University staff after the person concerned has produced the necessary clearance from the Library.
5. Loss of Library barcode shall have to be reported immediately to the Librarian. A duplicate library barcode may be issued on payment of Rs. 100.00 only.
6. Any member if found to be constantly irregular in returning books, his/her membership may be suspended for specified period at the discretion of the Librarian.
7. Membership may be revived by the Librarian on written application on the recommendation of the Chairman of the Department / Dean of Faculty/ Head of the office, as the case may be.
8. All relevant fees will be deposited by the members to accounts section or nominated bank.

Library will be closed in all holidays mentioned in the academic calendar of the university

### Library Advisory Committee

- i) Chairman: Nominated by the President
- ii) Member: All Deans of Faculty / Nominated by respective Dean/Associate Dean.
- iii) Member-Secretary: Assistant Librarian (until appointment of Librarian)

### Terms of Reference

- (i) Advising in Planning and Organizing the Library;
- (ii) Recommending acquisition policy, Library budget and Library rules for approval by the competent authority;
- (iii) Suggesting for improvement of services;
- (iv) To review the functioning of the library with regard to its support to the academic programmes of the University;
- (v) To advise the President on matters of policy relating to development library;
- (vi) To suggest changes in the current Library with an aim to make it more user-friendly and academically useful. The suggestions may be made while keeping in mind the current space constrain
- (vii) To outline the library collection development policy as and when required, for its implementation.
- (viii) To monitor evaluate, from time to time, trends and developments in information technologies, networking library automation, library cooperation etc. and to make recommendation for the adoption
- (ix) Evaluate the suggestions from the library users.
- (x) To formulate the policy for library use and procedure to framed.
- (xi) To review the requirements of the new programmes to be introduced.
- (xii) Evaluating the books procurement Faculty-wise.
- (x) Any other function as assigned by the President.

### Quorum:

The quorum for the meetings of the Library Committee shall be 2/3 of the total number of members. The LAC would meet as and when it considers necessary but at least once in every quarter to review the library affairs. The committee will be valid for one complete year.

## **Acquisition Policy**

Book Selection Faculty members and students may take part in book selection in the University. The Library staff may also recommend general or reference books and those materials not covered by departmental subject categories like books on library and information science etc. It is recommended that teaching staff may recommend a maximum of fifty books in one semester. Publishers and vendors are increasingly providing electronic lists of titles, printed catalogues and other printed announcements. These may be forwarded to the concerned Faculties and Departments from time to time. Besides catalogues, book reviews in important magazines and databases are also basis for recommending books for the library. The library may also circulate reviews of books to the Faculty members to keep them informed about new publications.

## **Recommendation/Suggestion**

1. List of books requisitioned by the Faculty for purchase for each Faculty/Department be always routed through the respective Chairperson and Dean. The requisitions of students can be approved by the concerned Dean of Faculty.
2. It will be desirable that books relating to semester courses may be sent in with one clear semester notice. Recommendation will be sent using Library Book Purchase Requisition (Annex-III).
3. The Library would then check for duplication and place the list of recommended books before the Library Advisory Committee (LAC) for review.  
Very urgent requirements of books forwarded by the Deans/Chairpersons of respective Faculty/Departments may be purchased with the approval of Chairperson of the Library Advisory Committee or by circulation to LAC members.
4. Once approved by the LAC for purchase, library staff will re-check the library online catalogue (OPAC) to eliminate any duplicate orders etc.
5. The Library will prepare the final list of books and obtain approval from the concerned authority.
6. On the recommendations of faculty, the Library will purchase multiple copies of only those books which are found to be in great demand but not more than five copies of text book will be procured
7. The Library may place orders with any Publishers and Booksellers.
8. Magazines and daily newspaper may be weeded by keeping six month back issues in the library.

### **Subscription to Print/e-Journals and online Databases:**

1. The Faculty wise/Department wise lists of Print/e-Journals will be compiled and forwarded to the respective Deans of Faculty/Chairpersons before placing them in the Library Advisory Committee meeting once a year.
2. Recommendations are received from the various Faculty/Departments to subscribe/renew the Print/e-Journals.
3. A Negotiations Committee may be formed by the Library Advisory Committee to negotiate with the online journals/database dealers about the subscription cost of each database
4. After obtaining necessary approval and sanction from the competent authority, the Print/e- Journals will be subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals will be ordered directly from the publishers. Process of renewal of journals will be at least two month before the expiry of current subscription.
5. In case e-resources are not available through any consortium, publishers of e-resources will be directly contacted for raising the invoice.
6. The Journals are no discount items and under Govt. of India General Financial Rules, no tender needs to be invited for Print/e-Journals subscription.
7. The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.
8. The payment for Print/e-Journals subscription will be made as per the bank exchange rates prevailing on the date of billing.
9. The supplementary bills will be accepted in case there is rise in price of the Print/e-Journals and exchange rate.
10. Each Print/e-Journal is considered as a separate item in itself. The payment for each Print/e- Journals is treated as Advance Payment. The payment will be made from the budget head "Journals". .

### **Book Acquisition:**

After receiving the recommendation from the Dean library will ask 4/5 vendors to provide following information: Price of the book; If books are in ready stock; Expected time of delivery if not in ready stock; Same information will be sought using library online portal .so that all vendors may get equivalent opportunity to provide their status and supply books to In both cases a period of 2/3 working days will be given to get the above information Based on the gathered information library will calculate price and seek necessary approval from the competent authority