

# LIBRARY RULES

## CENTRAL LIBRARY

## INTEGRAL UNIVERSITY

---

### GENERAL RULES FOR USERS

- ✚ Members of the Central Library should always carry their multi-purpose Identity Card issued by the University to visit the Central Library and produce the same whenever asked by the Library Staff.
- ✚ Library Entry and Services are restricted to only authorize members of the Central Library.
- ✚ Every member must sign in the Register available at the entrance with Check-In and Check-Out time and Closing Entry.
- ✚ Personal belongings like bags, umbrellas etc. are to be kept at property counter against a token, Library reserves the right to check the contents of the items deposited at the property counter.
- ✚ The library is not responsible for the personal belongings kept at the property counter. Hence, the users are advised not to keep their valuables at the property counter.
- ✚ In case the property counter token is lost, the deposited article may be claimed by producing a written application along with the ID and a fine of Rs. 50.
- ✚ Members should always collect and take away their belongings from the property counter while leaving the Central Library premises.
- ✚ Members are expected to maintain silence and not indulge into any act which may disturb the reading or study of other users or interferes with the proper functioning of the Library.
- ✚ Maintenance of decorum at the central library is mandatory for all stakeholders. Members should ensure decent dressing before visiting the library.
- ✚ Photography, sleeping, eating, smoking, chewing Pan/Gutkha, Chewing gums, use of

cell phone and talking loudly are strictly prohibited.

- # Readers should not mark, deface, mutilate, underline, dog-ear mark, write, tear pages, spoil or damage the library documents/materials. If anyone is found doing so, he/she will be charged with the full replacement cost of damaged material and may lead to suspension of library membership.
- # Newspapers and magazines must be read only in the library on specific tables and should not be taken to other reading areas.
- # No Library material can be taken out from the library without prior permission and issuance.
- # Members are advised to leave the books on the table after reading and not to shelve books, periodicals and other library materials themselves, because it may disturb the prescribed arrangement order.
- # Notice, publicity, materials/ wall writing etc. are not allowed in any part of the library buildings without prior permission of the University Librarian.
- # Library's photocopying services are fee based and the users must be comply with relevant copyright legislation.
- # Dissertation / Thesis are not allowed to be xeroxed.
- # Laptops and other computing devices (without carrying cases) are allowed inside the central library.
- # The computers, Internet, Wi-Fi and Xerox facility are meant for academic use only.
- # Internet ID / Password given to members of university should be kept confidential and Members should logout their captive portal account after using INTERNET in library.
- # Members should take care of their portable digital materials such as pen drive, hard drive, data cable etc. Library will not be responsible for lost of their materials.
- # Librarian reserves the right to stop extending this facility to a user found misusing, apart from initiating action as per the university rules.
- # Electronic resources such as e-journals, databases, e-books and CD/DVDs etc. made available by the Central Library are for academic use only, these resources can be searched, browsed, downloaded and printed as a single copy of articles.
- # Downloading or printing of a complete book or an entire issue or a volume of one or

more journals (called systematic downloading) is strictly prohibited.

- ✚ Use of robots, spiders or intelligent agents to access, search or systematic downloading from these resources is also prohibited.
- ✚ Please be aware that systematic downloading will cause the publisher to block to the entire community of users @ Integral University from accessing these resources.
- ✚ Any violation of this policy will result in penal action as per the rules and regulations of the University.
- ✚ All the members of the Central Library have to abide by the rules and regulations issued by the University Librarian from time to time.
- ✚ The violators shall be liable to be penalized and face disciplinary actions as per the code of conduct of the Integral University in enforcement

### **A. MEMBERSHIP**

- The Central library is primarily meant for the use of academic fraternity/ kindred comprising over faculty, research scholars, students and non-teaching employees of the Integral University.
- However, Research Scholars of other universities/organizations are also allowed to consult the library on written request or recommendation from their respective institutions for a limited period.
- Faculty, students and staff can enroll for library membership by submitting a photocopy of the multi-purpose ID card issued by the University along with a photograph at the circulation counter.
- The privilege of borrowing books to different membership categories and the loan periods are :

<b>Membership Privileged</b>				
<b>1.</b>	<b>Loan Category</b>	<b>Number of Books</b>	<b>Loan Period</b>	<b>Over Due Charges</b>
2.	Faculty Members	08	30 Days	Rs. 3.00/Book/Day
3.	Polytechnic Faculty	05	30 Days	Rs. 3.00/Book/Day
4.	Teaching supporting staff	04	20 Days	Rs. 3.00/Book/Day
5.	Research Scholars	05	20 Days	Rs. 3.00/Book/Day
6.	Post Graduate Students	04	15 Days	Rs. 3.00/Book/Day
7.	Undergraduate Students	03	10 Days	Rs. 3.00/Book/Day
8.	Administrative staff	04	30 Days	Rs. 3.00/Book/Day

9.	Admin Support Staff	04	30 Days	Rs. 3.00/Book/Day
10.	IIMSR Faculty	08	30 Days	Rs. 3.00/Book/Day
11.	IIMSR Paramedical	02	06 Days	Rs. 3.00/Book/Day
12.	IULS Staff	05	30 Days	Rs. 3.00/Book/Day
13.	MBBS/UG Students	02	10 Days	Rs. 3.00/Book/Day

## **B. CIRCULATION PROCEDURE:**

- ✓ Books will be issued to the members against multi-purpose ID issued by the University. It is non transferable, and if lost, it should be reported to the Librarian immediately to avoid misuse.
- ✓ Borrower should check and not borrow defective/damaged books. Otherwise, he/she shall be held responsible.
- ✓ Reference, Reserved books, Serial Publications, theses, CD/DVDs and Bound Volumes of Journals are not for issue.
- ✓ A book returned by a member shall not be re-issued to the same member on the same day.
- ✓ Two books of the same title will not be issued to one member.
- ✓ Members are blocked from borrowing any new materials until overdue items are returned, renewed, or replacement costs are assessed and fines are paid.
- ✓ An Overdue charge of Rs. 1.00 per day per volume will be levied for returning the books after the due date embossed on the Due Date slip.
- ✓ The loan period may be shortened by the librarian if the books are on special demand.
- ✓ A library member can reserve a book of his/her choice available at textual section.
- ✓ The Librarian reserves the right to recall any book from any member at any time.
- ✓ Transfer of books is not permissible.
- ✓ Loss of book by the borrower should be reported to the Circulation immediately to avoid overdue charge/ fine.
- ✓ Suggestion for a book/periodical and other library services is always welcome.
- ✓ In case a borrowed book is lost or damaged, the borrower shall either replace the book with its latest edition along with the overdue charge incurred or deposit thrice/threefold of the cost of the book/document.

- ✓ If a volume of a multi-volume set is damaged or lost, the borrower shall be liable to replace the whole set.

**C. NO DUES CERTIFICATE**

1. Whenever a member leaves/retires or even before proceeding on a long leave he/she has to obtain a “No Dues Certificate” from the Central library.

**D. LIBRARY HOURS:**

1.	Monday to Friday:	09 AM to 10 PM
2.	Saturday:	09 AM to 04 PM
3.	Sundays and Holidays:	Closed