

Appendix-10

**RULES AND REGULATIONS OF
UNIVERSITY LIBRARY**



**UNIVERSITY LIBRARY
JUNAGADH AGRICULTURAL UNIVERSITY
JUNAGADH – 362 001 (GUJARAT)**



UNIVERSITY LIBRARY



JUNAGADH AGRICULTURAL UNIVERSITY

JUNAGADH – 362 001

RULES FOR UNIVERSITY LIBRARY

Library is a place of study and the readers are the real owners of its treasure of knowledge. Library seeks the readers' cooperation for maintaining this treasure by religious observance of its rules.

LIBRARY RULES

1. Working Hours :

- 1.1. : The Library shall remain open from 8.00 am to 18.10 pm continuously during the academic year. CYBERARY will remain open from 8.00 am to 20.00 pm.

2. Membership :

- 2.1. : All the students and trainees of various teaching units and the members of the staff of the teaching and research units of the campus will be eligible for the membership of the Library.
- 2.2. : A member of the staff of the campus seeking membership of the Library shall be required to make an application on the prescribed form. The applications will have to be duly forwarded by the respective Heads of the departments/units.
- 2.3. : All student members in possession of the borrowed tickets will be required to renew the tickets to the library at the close of each academic year. The date of renewal will be notified well in advance on the Notice Board.
- 2.4. : A member in possession of the borrower's card/ticket will be required to return the card/ticket and obtain clearance from the Library in case of leaving the campus service on transfer or on resignation.

3. : Loan of Library Books :

- 3.1 : The number of books (The term "Books" refers to all the publications housed in the Library) that a member shall be entitled to borrow from the Library shall be fixed by library committee and shall be liable to be change from time to time.
- 3.2: The number of books that members of different categories shall be entitled to borrow at present is fixed as under:
- | | | |
|----------|--|--------------|
| 3.2.1. : | Research/ Teaching staff : | No. of Books |
| | (a) Per month | 4 |
| | (b) For two terms/semesters | 5 |
| | (c) General | 1 |
| 3.2.2. : | Technical | 2 |
| 3.2.3. : | Post-graduate students/Research scholars | 5 |
| 3.2.4.: | Under-graduate students/trainees | 2 |
- 3.3. Each borrower shall have to return the books borrowed by him/her within the time specified below.
- 3.3.1. : BOOKS : 15 days from the date of issue for students (PG & UG)/ Trainees. One month from the date of issue for all other members, other than those included in Rule No. 3.2.1.
- 3.3.2. : JOURNALS, BULLETINS etc. : Bound Volumes, latest issues of the journals/Bulletins SHALL NOT BE ISSUED to any member out of the Library.
Note : No Journals, Bulletins etc. shall be issued to students and trainees.
- 3.3.3. : REFERENCE BOOKS : Dictionaries, Encyclopedia, Out of print books, Theses, Atlases, Abstracting Journals etc. will not be issued to any member out of the Library premises.
- 3.4. : Borrowers must satisfy themselves that the book(s) they want to be issued in their names is/are in good condition. They shall also be responsible for keeping the books in clean and good condition while in their custody. The books in return shall be examined at the counter and in case of any damage noticed, the last borrower shall be held responsible. The last borrower shall be called upon either to replace the damaged book(s) or pay the compensation. Failure to do so will make the borrower liable to pay the cost of the books in addition to the fine that

may be imposed on him/her. If the borrower at the time of borrowing the book, points out to the Counter Assistant any damage and obtains his/her signature, he/she shall not be held responsible for the damage.

- 3.5.: If in the opinion of the Library authority, the issue of certain damaged book(s) to the borrower is considered detrimental to the safety and security of the book(s), the Library authority shall have the authority to refuse the issue of such book(s).
- 3.6. : Any member who has failed to return all the overdue book(s), and/or has failed to pay the fine levied to him/her, shall not be entitled to borrow any book(s) until he/she returns the overdue book(s) and /or pays the fine levied to him/her.
- 3.7. : Very rare material shall be allowed to be used at the specified table only under the supervision of a member of library staff.
- 3.8. : The borrowers shall return all the borrowed material to the library before proceeding on long leave/ tour etc.
- 3.9.: The borrowers are not committed to sub-lend the borrowed book(s) from the library.
- 3.10. : The borrower shall ordinarily return the book(s) on or before the due date of return. The borrowed books can be re-issued on the day of return, only if there has been no demand for the same book from other readers. Books returned after the expiry of due date are not likely to be re-issued to the same borrower on the same day.
- 3.11. : In case a book issued to a member is required in the library under special circumstances, it will be recalled by the Library authority and the borrower shall have to return it to the library immediately regardless of the due date of return.
- 3.12. : Book issued to the borrower for over-night use shall have to be returned to the library during the first working hour of the next day. Not more than one book at a time will be issued to a borrower for over-night use.
- 3.13. : The borrower cards/tickets given to the members are non-transferable and shall have to be renewed every academic year.
- 3.14. : A lost borrower card/ticket, if found by any person, should be returned immediately to the Library authority. Failure to comply or misuse of the found card/ticket shall lead to cancellation of membership of the defaulter.
- 3.15. : Books already issued to a member can be reserved for another member on their return, provided intimation is given to the Library authority. Such books shall however be kept on reserve only for two days after intimation to the

member registering the demand. If the member fails to borrow it within that period, the book shall go into normal circulation.

3.16. : The members entitled to use the stack room shall be allowed to take the books out of the shelf. They shall not however re-shelf the books, but shall leave them on the reading table. This will avoid the danger of misplacement of books.

3.17. : Issue of books shall be stopped an hour before closing of the library every day.

4. OTHER RULES :

4.1. : Books will be available for issue to the readers immediately after the annual verification.

4.2. : Sticks, umbrellas, hats, hand bags, brief cases and other receptacles and personal books and such other articles which are prohibited by the Counter Assistant shall have to be left near the gate. Only note book will be allowed to be taken inside stack room and periodical room of the Library.

4.3. : Any person who is not a registered member of the library shall have to obtain permission from the Library authority before visiting the library or using any of the library facilities.

4.4. : A student reader has to produce his identity card whenever demanded by the library staff.

4.5. : All the readers shall have to sign in the register kept at the entrance on each and every visit to the library every day.

4.6. : Any change in the address of the borrower shall have to be intimated to the Librarian in writing at the earliest.

4.7. : The readers are strictly prohibited to smoke, spit, sleep, and make noise in the library. They are enjoined to maintain complete silence and discipline in the library.

4.8. : The Nodal Officer, University Library, JAU, Junagadh shall have the right of refusing admission to any person in the library on grounds of bad behavior, breach of rules, infectious diseases etc.

4.9. : The Nodal Officer, University Library, JAU, Junagadh shall have the authority to take such steps as are deemed necessary from time to time to ensure discipline and decorum in the library.

- 4.10. : A complaint/suggestion register shall be availed to the readers at the counter on request. The cases of incivility or other failures in the services shall be reported immediately to the Library authority.

5. CHARGES, FINES AND PENALTIES :

- 5.1. : Members violating the library rules shall be liable to have penalties levied on them as prescribed hereunder :

5.1.1. : Loss of Borrower's card shall immediately be reported in writing to the Library authority. Duplicate borrower's cards shall be issued to the borrower on written application along with payment of Rs.10/- per card, after it has been found that no books are due on the lost card. If any book is found issued on the lost e-card, it shall be the responsibility of the borrower, in whose name the e-card was issued, to return the books or pay compensation for its non-return.

5.1.2. : Loss or damage to books and periodicals etc. – In case it is noticed that a member has lost or damaged the book issued to him/her shall be called upon to replace the book or to pay the current price in addition to Rs.50/- towards processing charges up to Rs.100/- wherever applicable.

5.1.3. : Loss or damage to Reserve, Rare or reference books and Technical Journals – Charge of Rs.50/- towards processing and binding charges over and above the current price of the publication shall be made if the damaged/lost publication is easily available. In case of publication not readily available, the member shall have to pay the cost of complete set, for loss or damage of single issue, or the price as decided by the Library Council, as the case may be.

5.1.4. : If any OUT OF PRINT book is reported to be lost by any borrower either through negligence or through mal intentions, the borrower concerned shall have to pay the price decided by the Library Council.

5.2. : In case of delayed return of library books, the borrowers shall have to pay overdue charges of Rs.2/- per day during the first week of overdue & Rs. 5/- per book for day during the subsequent weeks until the books are accepted back at the counter

5.3. : The Hon. Vice Chancellor, in consultation with the Library Council shall have the power either to increase/decrease the penalty or to exempt a member from the penalty if he is satisfied.

5.4. : The Library Rules shall be subject to modifications on the recommendations of the Library Council.

CYBERARY REGULATIONS

1. Computers are used only for academic purposes of PG Students of all the three colleges under the university. (E-mail is allowed).
2. Users should make entry in the Register kept with Cyberary-in –charge with their name, e-card number, time of arrival and time of departure.
3. Computer should not be used for typing work.
4. Printing is not allowed.
5. Deliberate or negligent preparing or receiving of offensive material is not allowed. (“Offensive” is as defined by the Library authorities.)
6. Giving password, thereby blocking computer access to others is liable to punishment.
7. Absolute silence is to be maintained.
8. Deliberately or negligently interfering with the operation or performance of a system by:
 - generating excessive load, use of storage capacity, network traffic, etc
 - physically damaging or adjusting the equipment. Any such tampering, vandalism, theft or willful and/or reckless damage may be referred to the police
 - introducing viruses or other software components designed to interfere with the normal operation of a system
 - deleting, adding or modifying information relevant to the system’s operation
 - obtaining extra resources without authorization
 - creating excessive network linkswould make the user liable to punishment as decided by the Librarian.
9. Students should not use CD/floppy etc. on their own, except under the guidance and supervision of the Cyberary-in-charge.
10. Students should not use scanner by themselves. If scanning is needed, they should obtain permission from the Librarian, and the Cyberary – in – charge will do the job of scanning.
11. PG students who need scanning should produce a letter from their Major/Minor guide with details of material to be scanned.
12. One student only is allowed to sit on one computer.
13. CHATTING AND VIEWING UNDESIRABLE SITES IS STRICTLY PROHOBITED. THOSE FOUND GUILTY WILL BE DEBARRED FROM THE CYBERARY.
14. Each student is allotted only ONE HOUR to use the given computer. Any one exceeding the given time is liable to punishment.
15. Entry into Server Room and handling the computers or Server therein is strictly prohibited.
16. Users should not misuse or tamper with the computers and peripherals.
17. Activities that impact adversely on the University’s reputation may result in the student’s being put on Conduct probation, or even being expelled from the institution.