

## CHAPTER-V

### UNIVERSITY LIBRARY RULES

#### I Membership:

- 1 Students, faculty members and staff of the University are eligible to become members of the University Library. Persons other than those listed above can be enrolled as members only on recommendation of any full time employee of GADVASU subject to the approval of the University Librarian. However, these members will not be issued any library material. The library charges for these members are as follows:

**Retired teachers/employees of the university:** Refundable security Rs 500/-

**Corporate membership for Industries /autonomous bodies:** Membership fee of Rs 10,000/-(one time) plus annual library services charges Rs. 1000/-

**Casual membership:**

<b>Period</b>	<b>For wards of GADVASU employees</b>	<b>For outsiders</b>
Upto one week	Rs. 100/-	Rs. 200/-
Upto one month	Rs. 300/-	Rs. 600/-
Upto six months	Rs. 600/-	Rs. 1200/-
Upto one year	Rs. 1200/-	Rs. 2400

The University Librarian reserves the right for enrolment of casual members to the library

#### 2 Loan privileges:

The bonafide members shall be permitted to borrow books from the library by producing library card. The number of books a borrower can take and the period for which can retain is as follows:

##### Entitlement for borrowing books

<b>S. No.</b>	<b>Category of library users</b>	<b>Entitlement</b>
1	Teachers and officers of the university	8
2	Non-teaching staff	2
3	Under-graduate students	3
4	Post-graduate students	4

##### Period of loan

<b>S.No</b>	<b>Category of books</b>	<b>Period of loan</b>
1	General books	14 days (3 books for semester for teachers and officers of the university)

2	Text books	overnight
3	Reference books, abstracts and indexes	overnight
4	Current periodicals	not to be issued
5	Bound periodicals and serials (Post-graduate students, teachers and officers of the university)	overnight
6	Theses, rare books and micro-film reading materials	not to be issued
7	CD-ROMS with books for all except students	not to be issued
8	CD-ROMS of databases, software etc.	not to be issued

### 3 Overdue charges:

The following overdue charges shall be charged from members, if they fail to return the library material within the stipulated time period as indicated on due-date-slip in book(s).

General books:	Rs 1 per day per book (a grace period of 4 days is provided and minimum fine charged is Rs. 5/-)
Overnight text books :	Rs 1 per hour per book
Overnight bound volumes:	Rs 1 per volume per hour

### 4 General rules:

- It is advisable to keep the library card in safe custody to avoid any misuse.
- Always bring the library card for library usage. The member is responsible for all the books/journals issued on his/her card.
- The member will produce his/her card at the time of borrowing books.
- Before borrowing, member should ensure that the book is in good condition and no page is missing.
- Sub lending of books is not allowed.
- The member can obtain 'No Dues Certificate' from the library after returning all the books issued to him/her and surrendering the card.
- The Library staff on duty is authorized to search any person on entry and exit of the Library.
- Smoking, making noise, spitting, use of mobile or doing anything else which may disturb other readers or may be against the discipline of the institution is strictly prohibited.
- Personal books, files, raincoats, umbrellas etc. should be placed at the property counter.
- The Librarian is empowered to recall any library material at any time according to circumstances especially at time of stock verification.
- Theft and mutilation of the library material, damaging or defacing of the library property is punishable under rules.