

KOLHAN UNIVERSITY CHAIBASA



RULES & REGULATIONS of CENTRAL LIBRARY

K. Halkota
10/5/18
Library Incharge
Central Library
Kolhan University, Chaibasa.

Dr. R. S. Dayal
10/5/18
Dr. R. S. Dayal
Coordinator
CENTRAL LIBRARY
KOLHAN UNIVERSITY, CHAIBASA.

KOLHAN UNIVERSITY, CHAIBASA

(CENTRAL LIBRARY)

Rules and Regulations

Students and staff of Kolhan University are eligible to access and use the library by acquiring membership and thereafter following library rules and regulations. Researchers, visitors from different academic institutions/universities are welcome to use the library.

Membership

1. Bona fide students may apply to the Librarian for membership through the prescribed format along with a passport size photo and valid ID card.
2. Permanent Faculty, University Officers and staff of KU are suo moto members of the Central library.
3. Guest faculty and Researchers may apply to the Librarian for membership through their Heads/Guides, against a security deposit of Rs.2000/-
4. At the end of each semester students will have to obtain 'no due certificate' from the library. Students will renew membership at the beginning of each semester till the university has its own smart card for the students.
5. Some eminent academicians/scholars and other dignitaries may be enrolled as Special members on the recommendation of the Vice-Chancellor, KU only against a security deposit of Rs. 5000/- (refundable) and registration fee of Rs. 1000/- (non-refundable).

Visitors

1. Consultation facility is available for Research Scholars of Constituent colleges of Kolhan University and other Universities/Institutions for a short period.
2. The Research Scholars should bring recommendation letter from Supervisor/Guide or letter from the concerned College/Department/Organization.
3. The visiting scholar should bring original and valid photo ID: Passport for Foreign Scholars, and University issued ID for Indian Scholars.

Borrowing Facility

1. Student members shall be entitled to borrow a maximum number of 2 book(s) at a time for a maximum period of 14 (fourteen) days.
2. Ph.D. and M. Phil. student members shall be entitled to borrow a maximum number of 5 (five) books at a time for a maximum period of 30(thirty) days.
3. Faculty members may borrow a maximum number of 10 (ten) books for one semester.
4. Members of the non-teaching staff of Kolhan University may borrow a maximum number of 5(five) books for a maximum period of 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 books on loan, irrespective of the date of borrowing, must be returned to library before the inventory takes place. Information will be given to members in due time.
7. Processing of book(s)/ journals shall be done through the Central Library.

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(2)

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Circulation Rules

1. The Borrower may be refused to issue book(s) if she/he is not present in person.
2. Borrowers must submit their own Library ID while checking out any resource.
3. Encyclopedias, dictionaries and other reference materials will not, as a rule, be loaned out of the Library.
4. Reserved/not-for-loan/Reference /Confined books are generally not be issued.
5. Borrowers and readers are expected to check defects in any books issued to them and immediately call the attention of 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 the loss.
6. In case a book(s) or any other library material/s are lost or damaged while on loan, the borrower shall be held responsible and she/he shall be required to replace the book(s) or will pay double amount of the current price of the same. Fines for delay at usual rate will be charged till the matter is finalized. If the matter is not finalised within two months of due date, 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, she/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 scheduled 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 Library Coordinator/Committee recommendation by the Library Advisory Committee.

Use of Computers and Internet

1. Computer in the library premises should be used for academic purposes only.
2. Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
3. Playing games on computers is strictly prohibited in the entire Library premises.
4. Readers must carry their Library Membership card while using the Cyber Library. They must show their ID card on demand.
5. Readers are not allowed to share their Internet access ID and Password with other students.
6. Changing the settings and display of the computers kept in the Library is not permitted.
7. Use of laptops in the cubical systems where computers are already installed is not permitted.
8. Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
9. Personal keyboard, mouse, etc are not allowed inside the Library.
10. Students must take care of their Pen drives, CD/DVD ROMs, mobiles etc.

General Reading Room

1. Right to use the General Reading Room is exclusively reserved for bona fide members of Central Library, KU, Chaibasa.
2. Members should produce their Library Membership card at the entrance.
3. Readers should not leave bags/books/notebooks on the table.
4. Readers cannot claim, capture, and reserve seats for future use.
5. The seats are to be used /occupied on the 'first come, first served' basis.

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(3)

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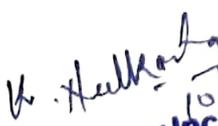
6. Capturing/reserving seats for friends/future use is strictly prohibited. Other readers may remove the bags and books if these are left unattended on the tables.
7. Readers should not scribble on table tops or damage them.
8. Readers should not clutter the table with heaps of books and other reading material.

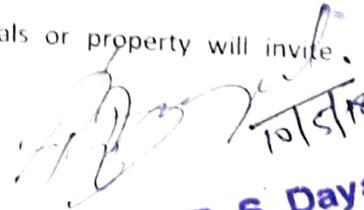
Penalties

1. Any member failing to return the borrowed book(s) or other resource within due date, shall be charged Rs. 2.00 only per day as late fine for first fourteen days and Rs.5.00per day for next seven days.
2. After the expiry of twenty-one days, the defaulter will have to pay the price of the latest edition of the book plus extra 10% of the cost of the book as a handling/procurement charges.
3. Any person retaining book(s) after the deadline given by the librarian for the purpose of inventory / stock verification shall incur a fine of Rs.5.00 per day per book. If it deems necessary the library authority may take action with regard to the membership of the defaulter.
4. If any reader walks out of the Library with book(s)/library materials or is found to be mutilating or tampering 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 book(s)/ journal(s) are returned and 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. 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.
6. All relevant fees/securities will be deposited by the members to the Kolhan University General Fund A/c through appropriate challan, duly verified by the Librarian/Library In -charge.

General rules

1. Readers should observe strict silence inside the Library.
2. Use of Mobile phones is not permitted inside the Library premises.
3. Users are not allowed to carry eatables/drinks inside the Library premises.
4. Library membership card is non-transferable.
5. Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Library.
6. Personal belongings like bags (laptop, shoulder, and sling), umbrellas, etc. should be deposited at the Property Counter against a token. These are not allowed inside the Library.
7. In case the property counter token is lost, the deposited article may be claimed with proper identification after producing a written request.
8. Readers are advised not to leave their valuable items like money, passport, credit card etc. at the Property Counter.
9. Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.


 (4)
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10. Readers should not carry books from one floor to another and should leave the books on the reading table after consulting.
11. Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
12. Users should not rest or keep their feet on tables, chairs, shelves, etc.
13. The library shall not be responsible for any loss or damage of the personal belongings of the users.
14. Library staff shall not transmit telephone calls or other personal messages to the readers.
15. The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.

Library Advisory Committee

Constitution:

Library Advisory Committee shall consist of the following:

- i) Coordinator: Nominated by the Hon'ble V-C, K.U., Chaibasa.
- ii) Member: All Deans of Faculties.
- iii) Finance Officer, Kolhan University, Chaibasa
- iv) Member-Secretary: Assistant Librarian (until appointment of Librarian).

Terms of Reference

- (i) Advising in Planning and Organizing the Library;
- (ii) Advising acquisition policy, Library budget and Library rules for approval by the competent authority;
- (iii) Suggesting 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 on matters of policy relating to development of library;
- (vi) To suggest changes in the current KU 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 and recommending the procurement of books, faculty-wise.

NOTE:-

The Kolhan University Central Library rules and regulations will be followed and adhered to by all the constituent colleges of the university.

These rules are subject to revision/up-dating from time to time without assigning any reason

(5)

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