

LIBRARY RULES

1. WORKING HOURS.

1.1 The library shall remain open from 8-30 a. m to 06-10 p.m. continuously during the academic year. During the period of summer vacation however the library shall remain open 8-30 a.m. to 6-10 p. m only, subject to the position of staff of library.

2. MEMBERSHIP.

2.1 All the students and trainees of the 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 special provision of membership will be made for the staff of the agricultural/education/research organisations located in the vicinity of the campus. A member of staff desiring such membership shall have to be apply in a prescribed form and his application shall have to be duly recommended by the Head of the organisation to which the member belongs.

2.3 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 application will have to be duly forwarded by the respective heads of the departments /units.

2.4 A special provision of membership will be made for a person interested in Agricultural science in the respective campus library in his application.

2.5 Such person, on acceptance of his/her membership, will be issued membership card/tickets as the case may be which he/she will have to produce at the counter at the time of borrowing as well as returning the books.

2.6 All students members in possession of the borrowers tickets will be required to return the tickets to the library at close of each

academic year. The date of return will be notified well in advance on the notice board.

2.7 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.

2.8 The Director of the campus in consultation with the library committee shall have the authority to disapprove and/or discontinue the membership the campus service on transfer any reason.

3. LOAN OF LIBRARY BOOKS.

3.1 The number of books that a member shall be entitled to borrow from the library shall be fixed by the campus library committee and shall be liable to be changed from time to time.

3.2 The number of books that member of different categories shall be entitled to borrow at present is fixed as under.

3.2.1 Research & Teaching staff	No. of Books
(a) For one month	5
(b) For two terms/semesters	5
3.2.2 Ministerial Technical and non- Technical staff	2
3.2.3 Post-graduate students /Research scholars	3
3.2.4 Under- graduate students / Trainees.	2
3.2.5 Outside members.	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 (P.G.&U.G.)/ Trainees. One month from the date of issue for all member other than those included in rule 3.2.1.

3.3.2 JOURNALS/BULLETINS etc –.Bound volumes/ latest issues of the journals / Bulletin etc. Shall not be issued to any member out of the library.

However single loose issue of a scientific journals/ bulletin shall be issued to the post-graduate Teachers for overnight use only.

NOTE- No journals/bulletins etc. shall be issued to students and trainees.

3.3.3 Reference books - such as dictionaries encyclopaedias, out of print books, theses, at latest, abstracting journals etc. Will not be issued to any members out of the library premises.

However, handbooks, manuals, etc, may be issued for overnight use only.

3.3.4 Text books shall not be issued to students except for overnight use.

3.4 Borrowers must satisfy themselves that the book (s) they want to be issued in their name, is/are in good condition .They shall also been responsible for keeping the books in clean and good condition while in their custody. The books (s) on returns shall be examine 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 books or pay the compensation. Failure to do so will make the borrow that may be imposed on him/her. If the borrower at the time of borrowing the books, 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 librarian, the issue of certain damaged books to the borrower is considered detrimental to the safety and security of the books ,the librarian shall have the authority to refuse the issue of such books(s).

3.6 Any member who has failed to return all the overdue books (s) and/ or has failed to pay the fine levied on him/her , shall not be entitled to borrow any book (s) until he/she. Returns the overdue books and/ or pays the fine levied on 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 borrowed material to the library before proceeding on long leave/tour etc.
- 3.9** The borrowers are not permitted to sub-lend the borrowed books from library.
- 3.10** The borrowers shall ordinarily return the book (s) on or before the due date of return .The borrowed book(s) 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 expiry of the 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. circumstance, it will be recalled by the librarian 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 s card/tickets, given to the members are non-transferrable and shall have to be renewed every academic year.
- 3.14** A lost borrowers card /ticket if found by any person, should be returned immediately to the librarian. Failure to comply, or misuse of the found card/ticket shall lead to cancellation of membership.
- 3.15.1** The readers will be permitted to use fountain pen in the library but they should not stain the floor or the furniture while using the pen.
- 3.16** The teaching and research member of staff shall be entitled to avail themselves of the facility of inter –library loan for which the campus library has entered in to agreement with leading agricultural institution /universities in India Any member desirous of taking advantage of these facility shall have to put his/her request through

his/her head of the Department to the librarian in writing giving full particulars of the publication required.

3.17 Books already issued to a member can be reserved for another member on their return provided intimation is given to the Librarian. 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 waiting that period the book shall go into normal circulation.

3.18 The members entitled to use the stock-room shall be allowed to take books out of the shelf. They shall not, how-ever re-shelf the books but shall level them on the reading table .This will avoid the danger of misplace-ment of books.

3.19 issue of books shall be stopped half an hour before closing of the library every-day.

4. OTHER RULES.

4.1 Books will be available for issue to the members immediately after the Annual Verification.

4.2 Sticks, umbrellas, hats, handbags, briefcases, books and other receptacles, personal books and such other articles as are prohibited by the counter assistant shall have to be left in the custody of the attendant near the gate. Only notebook will be allowed to take inside stock-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 librarian before visiting the library or using any of the library facilities.

4.4 A student member shall have to produce his identity card whenever demanded by the library staff.

4.5 All the readers shall have to sign 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 as early as possible.
- 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 Librarian shall have the right of refusing admission to any person in the library on the ground of bad behaviour, breach of rules, infectious diseases etc.
- 4.9** The Librarian shall have the authority to take such steps as are demand necessary from time to time to ensure discipline and decorum in the library.
- 4.10** A complaint/suggestion Register shall be available to the readers at the counter on request. The cases of incivility, or other failures in the services should be reported immediately to the librarian.

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 barrowers cards/tickets shall immediately be reported in writing to the librarian. Duplicate borrower cards/tickets shall be issued to the borrowers on written application along with payment of Rs.5.00 per card/tickets. After it has been found that no books are due on the lost card/ticket. If any book is found issued on the lost card/tickets. It shall be the responsibility of the borrower. In whose name the card/tickets was issued. To return the books or pay compensation for its non-return.
- 5.1.2** A borrower, if found guilty of using of attempting to the card/tickets of any other borrower. Will be liable to pay a fine of Rs.5/- for using each unauthorised card/tickets . the card/tickets in question shall be with held by the Librarian who will hand over the same to its real owner.

5.1.3 Loss or damage to books and periodicals etc. In case it is noticed that a number has lost or damaged the book issued to him/her shall be called to replace the book or to pay the current price plus actual registered post A.D charges towards processing and binding charges up to Rs.10/- wherever applicable.

5.1.4 In case of doubt of intentional loss or damage, a penalty up to Rs.100/- shall be charged in addition to the charges mentioned under item no. 5.1.3

5.1.5 Loss or damage to Reserve, Rare or Reference book and Technical Journals. A charge of actual charges 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 cost decided by the campus library committee, as the case may be.

5.1.6 If any OUT OF PRINT book is reported to be lost by any borrower either through negligence or through the borrower concerned shall have to pay the price decided by the campus library committee.

5.1.7 Loss or damage to bound periodical.- in case of loss/or damage of a bound volume, the borrower shall be called upon to pay up to four times the cost of the current volume subscription and Rs.12/- towards processing and binding charges.

If one volume/issue of asset of journals is damaged/lost by the borrower while in his/her custody. He/she shall be required to replace the complete set or shall be required to pay the replacement cost of the complete set in case the particular volume/issue cannot be procured separately.

5.1.8 Loss or damage to unpriced books, theses and bulletins etc.-if library authorities feel satisfied that the loss or damage, caused by the borrower either through negligence or through mal-intention, a penalty up to Rs.100/- shall be charged.

- 5.2** In case of delayed return of the library books. The borrowers shall have to pay overdue charges before the books are accepted back at the counter. The schedule of such overdue charges shall be under.
- 5.2.1** General Book-In case of delayed return of general books on overdue charge of Rs.0.50 per book per day during the first week of overdue and Rs.0.50 per book per day during the subsequent weeks. Untill the overdue book is returned at the counter. Shall be charged.
- 5.2.2** Textbook, overnight & hourly books.-in case of books issued for OVERNIGHT USE. An overdue charge of Rs.1.00 per book per hour of delay will be charged if the books is not returned by 10.00 am next working day.
- 5.2.3** If a member fails to return the borrower book (s) for more than 60 days after the due date in spite of reminder, the library authorities shall take such actions as they deem fit.
- 5.2.4** The library has to carry out annual verification of books and all books issued to the member shall have to be returned to these library within the period prescribed in the notice of annual verification, irrespective of the normal due date of return failure to return and clear the annual account shall entitle the levy of an overdue charge of Rs.1/- per book day subject to a maximum of Rs.10/-.
- 5.3** The Director of campus in consultation with the library committee shall have the power either or increase/decrease the penalty or to exempt a member from penalty if he is satisfied.
- 5.4** The Library rules shall be subject to suitable modifications on the recommendations of the campus library committee and subsequent endorsement by University library council.

REVISED LIBRARY RULES.

NO.5.1.1:-

Loss of borrower s cards/tickets shall immediately be reported in writing to the librarian. Duplicate borrower s cards/tickets shall be issued to the borrowers on written application along with payment of Rs.5.00 per card/ticket, after it has been found that no books are due on the lost card/ticket. If any book is found issued on the lost card/ticket. It shall be the responsibility of the borrower, in whose name the card/ticket was issued, to return the books or compensation for its non-return.

NO.5.1.3:-

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 plus actual Registered post A.D. charges towards processing charges and binding charges up to Rs.10/- wherever application.

No.5.1.5 :-

Loss or damage to Reserve rate or Reference book and Technical Journals,- A charge of actual charges 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.

No.5.2.1 :-

General books,- In case of delayed return of general books on overdue charge of Rs.0.50 per book per day during the first week of overdue and Rs.0.50 per book per day during the subsequent weeks, until the overdue book is returned at the counter, shall be charged.

No.5.2.2:-

Text book overnight & hourly books.- In case of book (s) issued for OVERNIGHT USE, an overdue charge of Rs.1.00 per book per hour of delay will be charged if the book is not returned by 10.00 am next working day.