



## **BRAINWARE UNIVERSITY**

### **Rule Book: Brainware University Library**

#### **1.0 The hours of services**

**Monday to Saturday: 9:00a.m. To 7:00p.m.**

On working days the services of the following sections of the UNIVERSITY LIBRARY will remain open as below:

**Reading Room–9:00a.m. to 7:00p.m.**

**Lending Section–9:30a.m to 6:30p.m.**

**Internet Section–9:00a.m. to 7:00p.m.**

**Membership Section–10:30a.m. to 6:00p.m.**

**Official Work-10:30a.m. to 6:00p.m.**

Note: Under urgent, abnormal or unforeseen circumstances, the library or any of its sections may be opened later or close earlier than the schedule hours at the discretion of Librarian or Registrar or Vice Chancellor.

#### **2.0 Membership**

2.1 All registered students/teaching & non-teaching staff of the University are eligible to become members of the Library.

2.2 To become a member of Library, a student has to submit duly filled in 1 card with 2 stamp-size photograph, his/her address proof & showing money receipt (student) to the library staff for further guidance. Members shall always notify any changes of his/her permanent address to the Librarian in written.

2.3 Membership to the library is not transferable

2.4 Library identity card or other identity cards are to be shown if demand at the time of entering into the library or whenever asked for the library.

2.5 Undesirable or unauthorized persons shall have no access to the library and if found in the library they shall be liable to expulsion from the library by the Librarian.

### **3.0 Instructions for the users**

3.1 While in the library, all person shall observe all basic and elementary principles of library ethics, obey the rules and procedures of the library, and maintain to discipline enforced by the Librarian.

3.2 Dress code for students will be observed in the library even beyond class timings.

3.3 Conversation, gossiping, sleeping, smoking sitting on top of the table and loitering are not allowed in the library.

3.4 Use of mobile phones is not allowed within the library area.

3.5 The arrangement of chairs in the reading rooms should not be disturbed.

3.6 Users are not allowed to take cuttings from newspapers. If a student requires any article, the same may be photocopied with permission of the Librarian.

3.7 No reader shall bring any non-member into the library, nor shall lend, even temporarily library books borrowed by him/her to others.

3.8 Without obtaining special permission from the Librarian, nobody shall enter the stack-room or any part of the library, not ordinarily open to him.

3.9 Any official of the University or the security personnel will have the authority to examine everything that passes into or out of the library.

3.10 Upon any infringement of the library rules, students may forfeit the privileges and membership.

3.11 Readers detected to be acting in contravention to Rules 3.1 to 3.9 above shall be liable to be deprived of the facilities of the Reading Room temporarily or permanently.

3.12 No reader who has been thus excluded from the privileges of the library shall be allowed to use the reading rooms or to borrow books unless and until such person be reinstated by the Library Committee.



3.13 Every member of the library shall be responsible for the safe custody of any library book borrowed by him/her for study in the library reading room or for use at home.

3.14 Library book issued for use in the reading room shall not be taken out side of the library without prior permission of the Librarian. No one can be allowed to take picture from any documents without permission.

3.15 Library books shall never be left unattended on the table in the reading room. The borrower shall be held responsible for loss, mutilation or damage, if any, while the book stands issued on his/her account.

#### **4.0 Circulation Rules**

##### **4.1 User category and privileges**

- a. University - Academic Members: 5 books for 30 days**
- b. University - Academic Members (contractual): 2 books for 30 days**
- c. University - Academic Members (part time): 2 books for 30 days**
- d. University - Non-Academic Members: 2 books for 30 days**
- e. University - Students: 4 books for 15 days**
- f. University - Researcher: 2 books for 30 days**

4.2 No one can be allowed the privileges and facilities of the library under more than one category of membership even though one may be entitled to membership of the library under more than one category.

4.3 If books borrowed by persons mentioned in sub-section a., b., c., and d. of section 4.1 of the library rules above be not returned in spite of reminders, the matter shall be reported to the library committee for such action as may be considered necessary.

4.4 No book shall be issued and delivered to any person other than a duly registered borrower (mentioned in sub section 4.1 of the library rules) in person or someone having on each occasion a written authority from him/her to receive a book or books on behalf of such registered borrower.



4.5 At the time of borrowing a book either for use in the library reading room or for use at home, every borrower is expected to examine it carefully and bring to the notice of the Officer-in-charge of the issue counter, cases of mutilation, defacement or damage, if any, immediately; otherwise if any mutilation, defacement or damage be detected subsequently, the person to whom the book was issued last will be held responsible for such damage, defacement or mutilation.

4.6 Persons held responsible for loss, damage, defacement or mutilation of books shall be liable to compensate the library in such way as may be determined by the library committee.

4.7 In case of loss, damage, defacement or mutilation of library books, the Registrar may pending the final decision of the library committee, wholly or partially suspend the library privileges allowable to a person who is held responsible or is suspected to be responsible for the offence.

4.8 Borrowed items by University students must be returned on or before the due date failing which the borrower will need to pay overdue charges at the following rate, for continuation of membership. **No book shall be issued price above Rupees 2500/-.**

**OVERDUE CHARGES for all members: Rs.3.00 per day per book**

4.9 Absence, illness etc. are not acceptable excuses for waiver of overdue charges. However, if the due date falls on a University holiday, the item may be returned on the next working day without any overdue charge.

4.10 Repeated failure to return borrowed items on time and/or failure to return such items in spite of reminder/s, may lead to denial of borrowing facility for a period to be decided by the Librarian.

4.11 Before leaving the return counter at the time of returning a borrowed item, the student should make sure that his/her responsibility is duly discharged by cancelling the item against his/her name.

4.12 Students and research scholars found defaulters in respect of returning library books more than twice in the course of two consecutive months or those who do not return books after a third reminder may be denied privileges and facilities of the library, both reference and lending, by the Librarian.

4.13 In case of loss of library identity card (for category e. under section 4.1), a duplicate card may be issued, at the discretion of the Librarian, for which a fee of Rs.50/- will have to be paid. Another duplicate card for students be issued against a charge of Rs.100/- . Thereafter no duplicate card shall be issued.

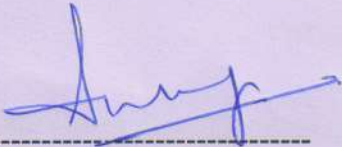
4.14 Reference materials, loose issue of periodicals/magazine/newspaper and CD-ROMs/DVDs, project reports/theses, charts are among items which are not meant to be issued.

4.15 A student can renew an item only once, provided there is no requisition for that particular item.

*The library rules framed hereinabove may, from time to time, be changed, altered and amended or new rules may be added by the library committee.*

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Approved by



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Vice Chancellor  
Brainware University



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Registrar  
Brainware University