

**Rules and Guidelines for proper
functioning of the Central Library**

Doon University, Dehradun

INTRODUCTION

The Central Library of Doon University is open to all Students, Faculty, and Visiting Faculty, Research scholars, officers and staff of the Institute. However, Research Scholars/Researchers of other institutions can also use the library resources with written permission from the Registrar.

1. COMMENCEMENT

These rules are framed to help and promote the proper use of library materials and services. These rules shall take effect from the date on which these are approved by the Library Committee of Doon University, Dehradun.

2. DEFINITIONS

'Borrower' means a person who borrows an item from the Library.

'Item' means any book, issue of a periodical or other print or non-print library material or piece of equipment which is the property of, or under the control of, or in the possession of the Library.

'Librarian' means the person holding the position of University Librarian, or In-charge or his or her delegate.

'Library' means those parts of institute premises that constitute the premises of the Library.

'Library resources' includes Library items, electronic resources under the control or in the possession of the Library, and any physical area of the Library.

'Library staff' means those persons who are employed within the Central Library. 'Person' includes a trainee authorized by the Librarian to perform certain work.

'Member' means registered member of the library.

'replacement charges' means those charges levied on a borrower under these rules for an item that has been lost by the borrower, given a lost status by the Library while on loan to the borrower, or extensively damaged while on loan to the borrower.

'User' means one who uses the Library.

'Authorities' mean the Chairman of Library Committee/ Hon'ble Vice-Chancellor/Registrar

3. LIBRARY HOURS

Library Timing		
Days	Circulation Section Issue/Return Hours	Reference Section
Monday-Saturday	10 AM to 5.00 PM* Lunch Break (1:30 to 2:00)	10.00 AM to 8:00 PM*
Holidays and Sundays	Closed	10:00 AM to 5:00 PM*

*The timings and days of operation shall change.

- The library remains closed on the three National Holidays (26th January, 15th August, and 2nd October), Holi and Diwali. The library may curtail the timings during the winter vacation, after the exam and before the academic session start.
- For proper shelf maintenance, every Saturday after lunch hours will be the weekly maintenance day in the Circulation Section, and during this period, no transaction of books will be done.
- Vacation Maintenance: the library may change the transaction timing during the vacation to perform yearly maintenance activities; shorting of books for binding, a physical patchwork of books damaged in excessive use, stock verification, stock arrangement, shifting of documents/section, etc
- The University Librarian may prohibit users from carrying their book(s) in the reference section to reduce the chance of confusion between library books and personal books.

4. USE OF THE LIBRARY

- i. Registration should be done to become a library member before using the library resources.
- ii. Library Membership Card is compulsory for getting access to the library.
- iii. Enter your name, roll no. and sign in the register kept at the entrance counter before entry and exit.
- iv. Show the books and other materials that are being taken out of the library to the security guard and staff at the entrance counter.
- v. While entering the library, the person(s) should leave their personal belongings, such as bags, briefcases, personal books, and parcels at the property counter of the library at their own risk. However, they can carry loose papers and notebooks.
- vi. A person desirous of using the library has to enter his/her name time (in and out) and put his/her signature in the register kept for the purpose at the entrance of the library.

- vii. A person leaving the Library must, if required to do so by a member of the Library staff, present Library items and folders, bags and similar objects in their possession for inspection by the security guard or member of the Library staff.
- viii. During a person's absence, study places must not be reserved for any longer than 15 minutes.
- ix. The users of the library are requested to **take care of their belongings** (laptops, devices and other things) inside the library premise otherwise library is **in no way responsible** for the loss of any belongings or goods of a user.
- x. **No monetary compensation** can be claimed from the library in case of any damage to the personal belongings of users inside the library.
- xi. The Library follows an open access system. Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose. Please remember that a book misplaced is a book lost.
- xii. Library items must not be marked, defaced, mutilated or damaged in any way. If anyone is found doing so, he will be charged the full replacement cost of the material and other disciplinary action.
- xiii. Eating, drinking and smoking are strictly prohibited inside the library.
- xiv. Silence to be maintained and no group discussion permitted inside the library premises.
- xv. Pasting of the poster at the entrance, glass doors or inside the library premises not allowed.
- xvi. **Mobile phones** must be set to **vibrate or silent ring mode** while in the Library, and are not permitted to be used inside the library. Fine will be **charged Rs.500/- to a user** if found guilty of using a mobile phone inside the library.
- xvii. A person may enter and remain only in those parts of the Library that the person is authorized to use.
- xviii. A person must not use any part of the Library for any kind of organized gathering without the authority of the Librarian. A person must not deposit or distribute any advertisements, leaflets or similar material in the Library without the permission of the Librarian.
- xix. A person must satisfy before leaving the issue desk as to whether the book is in sound condition or not. Otherwise, he/she may be responsible.

- xx. Users are requested to follow a **decent dress** code inside the library. **Wearing bermuda, shots, and half knickers are not allowed inside the library.**
- xxi. Readers should maintain peace in the library and should not disturb other users in any way.
- xxii. Following articles that may cause undue inconvenience to other members are strictly prohibited inside the premises of the Library:
 - Private books and printed matters other than belonging to the library,
 - Mobile phones, computer stationery, compact discs,
 - Umbrella, briefcases, boxes and such other articles.
- xxiii. Using computers of the library for emails, chatting and preparing PPT is prohibited
- xxiv. The Librarian may prescribe that certain areas of the Library are to be used for specified purposes only, or by certain persons or groups only. A person must not use those areas in contravention of that prescription.

5. LIBRARY MEMBERSHIP

The following are entitled to enroll themselves as members of the library:

- i. Enrolled Students of Doon University, Dehradun
- ii. Faculty Members
- iii. Visiting Faculty
- iv. Officer & Staff Members
- v. Research Scholars

Those who intend to use the library facilities are required to enroll themselves as members of library by filling out the prescribed library membership form. The form must recommend or approved by the respective head of the Department.

6. BORROWING FROM THE LIBRARY

- i. Books can be borrowed against the library membership card issued by the library to the borrowers.
- ii. Borrowing facilities are given only to the members of the library.
- iii. Books or other documents may be borrowed only against the library membership card.
- iv. The library membership card is non-transferable and its loss should be immediately reported to the library.
- v. The borrower is responsible for any book issued against the library membership card, as per the library records.

vi. At the time of deposition of overdue fine for documents, the member must collect receipt for the payment from the Circulation Desk.

viii. For Renewing, it is necessary that the book has to be presented at the counter.

ix. A borrower going on leave deputation, study leave, or extra-ordinary leave will have to return all borrowed material before leaving.

7. ENTITLEMENT TO BORROW BOOKS

The registered members shall be permitted to borrow books and other publications from the library by producing library membership card. The entitlement of the loan is given below:

Loan privileges of different categories of members:

Category	No. of Books	Period	Fine Policy (per book per day)
Faculty Members (Permanent/ Contract)	7 Documents	180 Days	@Rs.5.00
Guest Faculty	4 Documents	180 Days	@Rs.5.00
Research Scholars	5 Documents	30 Days	@Rs.5.00
Students	5 Documents	15 Days	@Rs.5.00
Non-Teaching Staff	2 Documents	15 Days	@Rs.5.00

8. PERIOD OF LOAN FOR OTHER PUBLICATIONS

The Library resources available in the Reference Section (Reference Books, CD-ROM, Annual Reports, Project Reports, Journals, Magazine, and Newspapers etc) will be issued for overnight only. The overnight period will start from 8:00 PM to 10:00 AM the next day.

The resources reserved for the faculty members will not be issued to the students.

9. RE-ISSUE AND RECALL OF BOOKS

i. Books shall not be re-issued to the same borrower at once only. However, he/she can borrow the same book after 4 hours of returning the book or the next day if not issued by other members.

ii. The librarian can recall books and publications at any time if the need arises.

10. RESERVATION OF BOOKS

A member can reserve a library book online using their library account or can request the library staff to do so. After the request, the book will be reserved for the member for 24 hours, and if the member does not take (get issued) the reserved book within the time limit, the book will be issued to other users on a first-come-first-serve basis.

11. USE OF LIBRARY CARD

The Library Card issued to the registered members is strictly non-transferable. The date of validity will be indicated on the Card.

12. LOSS OF LIBRARY CARD

Members shall be responsible for the loss and misuse of his/her Library Card. A member who loses his/her Library Card shall make a written report to the Librarian and can make a request for a duplicate card. A duplicate card will be issued at the cost of Rs. 200/-. A duplicate card shall be issued after 7 days from the date of reporting of the loss. As the new card also bears the same membership ID number, so even after issuing the duplicate card the concerned members shall be responsible if any of the book(s) are issued against his/her old library card.

13. CONDITION OF LOAN

- i. Borrowers must satisfy themselves with the physical condition of the books before borrowing. They shall be held responsible for any damage or mutilation noticed at the time of returning the book(s).
- ii. All books on loan shall be returned on or before the due date marked on the Due-Date-Slip in the book, failing which overdue charges shall be taken from the borrower. Repeated violation of this rule by the members may lead to suspension or cancellation of the membership of the defaulting member.

14. OVERDUES AND FINES

Over dues, as laid down hereunder, shall be charged from the students if they fail to return the book(s) on or before the due date as indicated on the Due-Date-Slip in the book:

i. Books

@Rs.5.00 per book per day

ii. Overnight issues

Overnight issues shall be returned on the due date within four hours of the opening of the library, failing which the overdue charge is **Rs. 20.00** per day per book.

iii. Maximum overdue charges

A Maximum overdue charges bar is fixed to Rs. 1000/=, and any member reaching this bar will face suspension of library membership for a period of one month or as decided by the Registrar.

iv. Waive off

In special circumstances, the Authorities may reduce or waive any period of exclusion or fine imposed by these rules.

v. Due-Date Reminder

The library does mention a due date of a book on the due-date slip of every book issued to a user, and it is the responsibility of the borrower to remain vigil about the due date. One can also check his/her library account record for the due date through OPAC. Library also sends an automatic email alert to the user about the due date. Overall it is the user's responsibility to return the book on or before the due date, and in no case, the library shall be held responsible for not mentioning/reminding the due date of the book(s).

15. LOSS OF BOOKS AND JOURNALS

15.1 General, Text and Reference Books

- i. A book lost/damaged by the member shall be replaced either with the latest edition or double the cost of the book shall be charged. Indian edition shall be replaced by the Indian edition and the foreign by the foreign edition.
- ii. Lost/damaged of borrowed material must be immediately reported in writing. The replacement charge for lost material will also include overdue charges, if applicable.

15.2 Rare and out-of-print Books

If a rare or out-of-print book is lost by the member, double the current price shall be charged.

15.3 Multivolume publications

If a volume of a multi-volume publication is lost, either double the price of the complete set shall be charged or the set shall be replaced with the latest edition. If lost volume(s) of a set is/are available in the market, the member may be allowed to replace the lost volume (s) of the same edition. If the newer edition is available in the market, then the entire set of newer editions may be accepted as a replacement or the cost thereof may be charged.

15.4 Current or single issue(s) of Journals

Lost issues of the journals shall be replaced by the member within one month from the date of loss; else the member shall have to bear the current cost of the complete volume or set, as the case may be.

15.5 Bound volumes of Journals

If a bound volume is lost by a member, he/she shall have to either replace the volume or pay four times the cost of the volume's subscription.

15.6 Non-Print Material

i. CD & Audio-Video Cassette

If an Audio-Video Cassette is lost by a member, he/she shall have to either replace the CD and Audio-Video Cassette or pay the double price of the same.

ii. CD (with Book)

If a CD (with book) is lost by a member, he/she shall have to either replace the CD or pay the double price of the book.

15.7 Un-priced Publication

In case of loss of un-priced publication, the member must replace it with an original copy. Otherwise, the library would recover three times of its photocopying charges.

16. DAMAGE TO BOOKS

The Librarian shall be competent to impose any of the following penalties if any member is found guilty of stealing/damaging/defacing/disfiguring etc. a book and other reading materials:

- i. If a person is caught stealing a book(s), the current cost of the book(s) with a fine of Rs.1000/- will be charged, and suspension of library membership for the entire study period.
- ii. If a book is damaged/defaced/disfigured by a member, the current cost of the book(s) with a fine of Rs.500/- will be charged, and a suspension of library membership for the entire study period.

17. USE OF LIBRARY COMPUTERS

- i. Computers should be used only for educational purpose
- ii. Library computers can be used for academic purposes only.
- iii. Playing games on computers is strictly prohibited
- iv. Changing the settings and display of computers kept in the library is not permitted.
- v. Members should not remove/unplug computer cables/connections, network cables, and other peripherals/accessories in the library.
- vi. Do not install or uninstall any software on library computers.
- vii. If any of the computers are not working, report the same to the librarian. Do not try to fix it.

17. REFERENCE SECTION

This section has handbooks, encyclopedias, dictionaries, directories, reference books, competitive exam books; books related to Uttarakhand, etc. which are only available for reference. Members can make use of these resources inside the library only.

18. PERIODICAL SECTION

In this section journal, bound volume of journals, dissertations, PhD Thesis, general magazines and newspapers are available. These are arranged alphabetically. The latest issues are displayed on display rack, and other previous issues are arranged in the drawer. Members can make use of these resources inside the library only.

19. COPYRIGHT

All the online resources, CD-ROMS, Video Cassettes accessible from the Library are copyrighted works. Hence, copying, publishing, disseminating, displaying, performing, or playing without permission of the copyright holder except by fair use of licensing agreement is not allowed. The library may terminate the library access to the member who is found to have repeatedly infringed the copyright of others.

20. LICENSING RESTRICTIONS

Online resources listed on the Library website are restricted by license agreement to library members for research, teaching, and private study. Commercial use, systematic downloading, copying, or distributing of information is prohibited.

22. AUTHORITY OF LIBRARIAN

- i. 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.
- ii. In special circumstances, the Librarian may reduce or waive any period of exclusion or fine imposed by these rules.

17. MISBEHAVIOR WITH STAFF MEMBERS

Any user found guilty of damaging the library property or misconduct with library staff will be suspended from the library membership immediately, and the matter will be referred to the Registrar for further disciplinary action.

18. ADMINISTRATION, INTERPRETATION AND AMENDMENTS

- i. The Librarian / Chairman-Library Committee / Registrar would be the executive authority for the proper administration of these Guidelines and Rules of the Library.

ii. In case of any dispute, the same will be resolved by the Librarian / Chairman-Library Committee / Registrar, who shall be the authority of interpretation of these Guidelines and Rules of Library.

iii. In case a member of the library is dissatisfied with any decision taken by the Librarian, he will be permitted to refer the case to the Hon'ble Vice-Chancellor, who shall take steps to resolve the issue. The Decision of the Vice-Chancellor shall be final.

iv. These Guidelines and Rules of the Library may be changed or amended from time to time by the Library Committee/ Hon'ble Vice-Chancellor

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Central Library, Doon University