

RAJA MAHENDRA PRATAP LIBRARY CH. Charan Singh University, Meerut

LIBRARY RULES

WORKING HOURS

The hours, when the Central Library will be open to the members shall be fixed by the library committee. The committee has decided as follows.

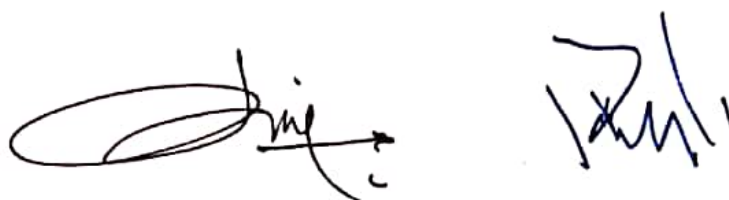
Week Days	8.00 AM to 12.00 Night
Sundays and Other Holidays	8.00 AM to 8.00 PM

The library is open throughout the year except on following Days:

1. Republic Day One Day
2. Eid-ul-Fitr One Day
3. Holi Two Days
4. Independence Day One Day
5. Dussehra One Day
6. Gandhi Jyanti One Day
7. Deepawali Three Days
8. Christmas Day One Day
9. University Establishment Day One Day
10. For Administrative Reasons Library can be closed at any time.

MEMBERSHIP

The following are entitled to draw books from the Library on loan after they have secured their Membership Card/Master Card duly signed by the Librarian. Application Form for membership duly recommended by the Head of the Department/Principal of the affiliated and Aided College Teachers, is to be made to the University Librarian on Prescribed Form obtainable free of charge from the Library.



- (a) Chancellor and Vice- Chancellor of the university.
- (b) Member of the Court and Executive Council.
- (c) Member of the teaching staff of the university.
- (d) Teaching Assistants in the university campus
- (e) Teachers of the affiliated colleges.
- (f) Bonafide students of the university actually on the rolls of the teaching departments.
- (g) Registered research scholars working with the teachers of the university.
- (h) All confirmed employees and employees on probation of the university .
- (i) Any university which has established inter-library loan relationship with this library.
- (j) Institutional members: all affiliated colleges of the university may become institutional member of the university library.
- (k) Consultant members: students and any other person pursuing a scholarly investigation or research may be enrolled consultant member. Old students of the university campus may also become consultant member provided that their application has been forwarded by the concerned head of the department and a consultation fee of Rs. 100/- per month deposited in the bank.
- (l) Other officers of the university
- (m) Special members : a limited number of persons may be admitted as special members for a short period on the recommendation of the Vice Chancellor.

LIBRARY SECURITY

Members falling in category (e) and (f) will be required to deposit Rs. 100/= per annum library fee, Rs. 100/= per annum reading room fee and Rs. 1000/= as library security. The library security fee is refundable after one month of the return of books and Master Card in possession of the member and payment of over dues, if any. The application for refund is to be filled on the prescribed form addressed to the librarian, who is empowered to refund the security.

If after due notice a borrower does not withdraw his deposit or claim it within two years from the last date of leaving the university, the deposit or balance thereof shall be treated as dead account and shall lapse to the university.

LOAN PRIVILEGES AND PERIOD

(i) PERIOD OF LOAN	15 books	01 Month
(a) University teachers	05 books	01 Month
(b) Teaching Assistants	02 books	14 Days
(c) Other employees of the university	02 books	01 Month
(d) Teachers of the colleges	02 books	01 Month
(e) PDF/JRF/SRF	04 books	14 Days
(f) Students (PG and Research Scholars)	20 books	02 Months
(g) Institutional members	04 books	01 Month
(h) Other officers	02 books	01 Month
(i) Special members		
(j) Departmental loan against the name of HOD	as per requirement	

- (ii) The loan is not renewable ordinarily. The books may, however be re-issued if not in demand, at the discretion of the librarian.
- (iii) Over Dues: An overdue charge of Rs. 1/= per volume per day will be levied if a book is kept beyond the permissible period of loan. The overdue charges may be remitted in special cases at the discretion of the librarian.
- (iv) The librarian is empowered to recall any book at any time if necessity arises.
- (v) The following types of study material shall not be issued for home reading.
- (a) Reference books – such as Encyclopedias, Dictionaries, Yearbooks, Directories, Data books and other books marked as reference books.
- (b) Books marked RR – Rare and Reserved category
- (c) Bibliographies, Printed catalogues, Maps and Charts, Audio-Visual material, Micro-films and Filmstrips.
- (d) Manuscripts, Theses, Damaged books and books placed in restricted category.
- (e) Annual surveys, Advances, Yearbooks and Reports.
- (f) Bound volumes/loose issues of the periodicals may only be issued to university permanent teachers for not more than FOUR Days.



RESRVATION OF BOOKS

A book which is on loan may be reserved for borrowing by other readers on filling up a Reservation Card at the counter between 11.00 AM to 1.00 PM on all working days. A book so reserved will be kept for the requesting member for three days after which, if not claimed, it will be reserved for next member.

CARE OF BOOKS

Library books and manuscripts are costly and often rare. They should be used and handled with care. Readers shall not write upon, damage, turn down the leaves of or make any mark upon any book, manuscript or map, belonging to the library. No tracing and no copying of any map or manuscript shall be done without express permission of the librarian. Before leaving the counter the member shall satisfy himself/herself as to whether the book lent to him/her is in sound condition, if not, he shall immediately bring the matter to the notice of the librarian, or his deputy in his absence. Otherwise he is liable to be held responsible for the replacement of the book by a sound copy or pay such compensation as may be fixed by the librarian.

ISSUE SYSTEM

Library members will get a Master Card, which is to be given at the issue counter for getting the books issued as per norms mentioned in loan rules.

ADMISSION IN THE LIBRARY

Before entering the library the Gate Register is to be signed and the valid Master Card shown at the counter. Personal belongings would be deposited at the Property Counter and a token obtained for them. **In no case brief cases, bags and other such items should be brought inside the library.**

MASTER CARD NOT TRANSFERABLE

The Master Card is not transferable. It is a token of privilege which only the member to whom it is issued is entitled to. Sub lending of books is a misuse of this privilege and is therefore not permissible.

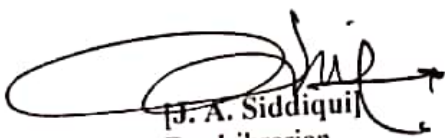
GENERAL RULES

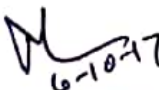
1. In no case the Master Card gets mutilated because of use or otherwise, it must be reported to the librarian.
2. Special care should be taken that the Master Card is not misplaced or lost. All losses are to be reported immediately to the librarian.
3. If a Master Card is lost, the duplicate card may be issued at the discretion of the librarian on payment of Rs. 25/=
4. The member, however, will continue to be responsible for any loss which the library may suffer through the loss or misuse of Master Card.
5. In case of loss of Property Counter Ticket a charge of Rs. 5/= will be made.
6. The Master Card is the property of the library and is to be returned, dues, if any paid, and a clearance certificate obtained for them before taking a University Examination or terminating connection with college or the university.
7. Members should keep the library informed of any change of address, change of college, class or subject of study during the period of membership.
8. Members of the Central Library should always carry their multi-purpose Identity Card issued by the Library to visit the Central Library and produce the same whenever asked by the Library Staff.
9. Library Entry and Services are restricted to only authorize members of the Central Library.
10. Every member must sign in the Register available at the entrance with Check-In and Check-Out time and Closing Entry.
11. Personal belongings like bags, umbrellas etc. are to be kept at property counter, Library reserves the right to check the contents of the items deposited at the property counter.



12. The library is not responsible for the personal belongings kept at the property counter.
Hence, the users are advised not to keep their valuables at the property counter.
13. In case the property counter token is lost, the deposited article may be claimed by producing a written application along with the ID and a fine of Rs. 50.
14. Members should always collect and take away their belongings from the property counter while leaving the Central Library premises.
15. Members are expected to maintain silence and not indulge into any act which may disturb the reading or study of other users or interferes with the proper functioning of the Library.
16. Maintenance of decorum at the central library is mandatory for all stakeholders.
Members should ensure decent dressing before visiting the library.
17. Photography, sleeping, eating, smoking, chewing Pan/Gutkha, Chewing gums, use of cell phone and talking loudly are strictly prohibited.
18. Readers should not mark, deface, mutilate, underline, dog-eat mark, write, tear pages, spoil or damage the library documents/materials. If anyone is found doing so, he/she will be charged with the full replacement cost of damaged material and may lead to suspension of library membership.
19. Newspapers and magazines must be read only in the library on specific tables and should not be taken to other reading areas.
20. No Library material can be taken out from the library without prior permission and issuance.
21. Members are advised to leave the books on the table after reading and not to shelve books, periodicals and other library materials themselves, because it may disturb the prescribed arrangement order.
22. Notice, publicity, materials/ wall writing etc. are not allowed in any part of the library buildings without prior permission of the University Librarian.
23. Library's photocopying services are fee based and the users must be comply with relevant copyright legislation.
24. Dissertation / Thesis are not allowed to be Xeroxed.
25. The computers, Internet, Wi-Fi and Xerox facility are meant for academic use only.

26. Internet ID / Password given to members of university should be kept confidential and Members should logout their captive portal account after using INTERNET in library.
27. Librarian reserves the right to stop extending this facility to a user found misusing, apart from initiating action as per the university rules.
28. Electronic resources such as e-journals, databases, e-books and CD/DVDs etc. made available by the Central Library are for academic use only.
29. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited.
30. Please be aware that systematic downloading will cause the publisher to block to the entire community of users @ CCS University from accessing these resources.
31. Any violation of this policy will result in penal action as per the rules and regulations of the University.
32. All the members of the Central Library have to abide by the rules and regulations issued by the University Librarian from time to time.
33. The violators shall be liable to be penalized and face disciplinary actions as per the code of conduct of the University in enforcement



[J. A. Siddiqui]
Dy. Librarian


6-10-17
[Registrar]


6/10/17
[Finance Officer]


[Vice Chancellor]

06.10.17


06-X-17
[Prof. Rakesh Gupta]
Prof. Incharge-Library