



BANKURA UNIVERSITY
CENTRAL LIBRARY
LIBRARY RULES & REGULATIONS

The hours of service of the Bankura University Central Library are as follows:

Monday- Friday: 10.00 A.M – 8.00 P.M.

1. On all working days, the services of the following sections of the Central Library will remain open, as below:
 - a. Reading Room 10.30 A.M. to 7.30 P.M.
 - b. Journal and Career Guidance 11.00 A.M.to 3.00 P.M.
 - c. Internet Section (E-Corner) 12.30 P.M. to 3.00 P.M.
 - d. Lending Section 11.30 A.M. to 4.00 P.M.
 - e. Photocopying Service 12.00 Noon to 2.30 P.M.
 - f. Membership Section 12.00 Noon to 4.00 P.M.
 - g. Property Counter 10.30 A.M. to 7.30 P.M.
 - h. Library Office 10.00 A.M.to 5.00 P.M.

Note: Under urgent, abnormal or unforeseen circumstances, the Library or any of its sections may be opened later or closed earlier than the scheduled hours at the discretion of University Librarian in consultation with the Hon'ble Vice-Chancellor.

2.
 - a. All Library related Forms are now available at the Membership Section of the Central Library.
 - b. Issue of books, periodicals, etc. will ordinarily commence half an hour after the scheduled time of opening and be stopped half an hour before the scheduled time of closing of the Lending Section, the Reading Rooms or the Periodical Section.

- c. All library books, periodicals, etc. meant to be returned to the library, are to be presented at the counter for the purpose at least half an hour earlier than the scheduled time of closing of the Lending Section, the Reading Rooms or the Periodical Section.
3.
 - a. Readers' or borrowers' cards or other identity records are to be shown, if demanded, at the time of entering into the library or whenever asked for in the library.
 - b. 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 University Librarian.
4. While in the library, all persons shall observe all basic and elementary principles of library ethics, obey the rules and procedures of the library, and submit to discipline enforced by the University Librarian.
5.
 - a. Talking, sleeping, smoking and loitering are not allowed in the library. Use of Mobile Phones is not allowed within the library premises.
 - b. Without reading purpose, no reader is allowed to sit in the reading room/section.
 - c. Library cards or books are not transferrable.
 - d. Without obtaining special permission from the University Librarian, nobody shall enter the Stack-room or any part of the library not ordinarily open to him/her.
6.
 - a. At the time of entering the library, all personal belongings/kits and bags, books not belonging to the University Library and books though borrowed from the library but not meant to be returned to the library, shall be deposited at the Property Counter at the entrance of the library and the depositor must insist on getting a numbered token for the article or articles so deposited.

Note: Though for the period of deposit, all possible care will be taken for the safe custody of the article(s) deposited, the administration does not accept any responsibility for any damage or loss of the same. It is advisable not to bring valuable things to the library and deposit them at the Property Counter.

- b. Persons given tokens in lieu of an article or articles deposited shall be held responsible for loss or damage of any token or tokens while in their possession and compensate the library for the loss or damage, in the way determined by the University Librarian.
 - c. Loss of token should be immediately brought to the notice of the University Librarian so that necessary steps may be taken to stop delivery of the article or articles deposited against the token to any person presenting the lost token.

Note: The administration, however, does not take responsibility if the article(s) be delivered to a wrong person on presentation of the lost token.

- d. Books belonging to the University library may be brought into the library only when they are meant to be returned at the library counter.
 - e. Facilities provided for depositing personal belongings, etc. at the library can be enjoyed only for the period for which the depositor will be actually required to remain within the library and any article or articles deposited at the Property Counter at the entrance of the library must be taken back as soon as the depositor leaves the library. Articles deposited must in all cases be taken back before the library is closed for the day. Persons misusing the facilities are liable to be refused such facilities in future.
7. Every member of the library shall be responsible for the safe custody of any library book borrowed by him for study in the Library Reading Room or for use at home.
8.
 - a. Library books issued for use in the Reading Room shall not be taken out of the section without prior permission of the University Librarian.
 - b. 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.
9. 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 Library Staff, 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.
10.
 - a. 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.
 - b. In case of mutilation, damage, defacement or loss of library books, the University Librarian 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.
11. Books kept on a 'reserved table' are not to be handled or removed by readers other than the person to whom the table has been assigned and by whom the books have been borrowed.
12. Readers and borrowers must register their permanent address at the Central Library of the University and always notify the Library, of any change, in writing.
13.
 - a. Subject to the terms and conditions that may be determined by the Library Committee from time to time, membership of the University Central Library for the purpose of enjoying facilities of its Reading Room is open to
 - I. Members of the Court and the Executive Council;

- II. University teachers attached to various departments of teaching;
 - III. University research fellows, University research scholars enjoying research stipends, research fellowships or research scholarships paid by the University or through the University and research students registered or recognised as such by the University for a period of five years or till the expiry of the registration from the date of registration of their membership of the library, it being provided that extension of time generally by one year more may be granted by the authorities on the merit of each case;
 - IV. Registered Graduate students, i.e the students who passed out from any college(s) affiliated to Bankura University
 - V. Persons enjoying scholarships or stipends for higher research work, awarded by the West Bengal Government, Government of India, any other recognised Government, Indian or foreign, or by any well-known and recognised Institution, Organisation, or Society, Indian or foreign, provided the Library Committee agrees to extend the facilities of the Reading Room to such persons, the terms and conditions of the facilities being determined by the Library Committee;
 - VI. Applicants intending to do higher research work provided the Library Committee agrees to extend the facilities to them under terms and conditions to be determined by the Library Committee;
 - VII. Regular students of the University pursuing various courses of study directly conducted by the University;
 - VIII. Non-collegiate students;
 - IX. Candidates who have dropped out, i.e., candidates who completed the final course in any subject in the University classes but have not appeared at the examination, will be allowed the facilities of the Reading Room until the examination next to the one at which they were due to appear after completion of their final course is over and that such facilities will be allowed to them on payment of a certain fees as decided by the Library Committee;
 - X. Plucked candidates, i.e., candidates who immediately after completion of their study in the University classes for a course had appeared at the final examination but got plucked, will be allowed the facilities of the Reading Room until the termination of the examination next to the one they had appeared at and that such facilities will be extended to them on payment of a certain fees as decided by the Library Committee;
 - XI. Teachers of affiliated and recognised colleges on payment of an yearly fee of Rs.500/- may avail themselves of reading facility only.
 - XII. Administrative officers and non-teaching staff of the University may have access to the library facility.
 - XIII. Persons who will be appointed by the University as special Professors, Readers, Lecturers, or Fellows under endowments or other funds or in honorary capacity till the expiry of the term of their appointment.
 - XIV. Others who may be allowed by the University authorities.
- b.** Ordinarily not more than 2 volumes at a time will be allowed to be retained by a borrower for use in the Reading Rooms and such volumes are to be returned in course of a day.

Note : The term 'volume' shall include pamphlets and parts of a work separately sewn.

14. Subject to the terms and conditions that may further be determined by the Library Committee from time to time, facilities of borrowing books from the University Library will be extended to the following categories of persons for their own use under terms and conditions shown against each provided they have duly enrolled themselves as members of the University Library by filling up the prescribed form:
- a. Persons mentioned under Section 13(a) (i) of the Library Rules above will ordinarily be, under the usual procedure, allowed to borrow within the stipulated amount not more than 5 volumes at a time for a period of 30 days on a refundable deposit of Rs.2000/-
 - b. University teachers of various categories and administrative officers of the University will be allowed the facilities of borrowing not more than 12 books at a time and can retain them for a maximum period of 10 weeks.
 - c. M.Phil. students shall enjoy borrowing facilities for 2 years according to the respective academic session they are in.
 - d. Persons mentioned under Section 13(a) (iii) of the Library Rules will be allowed to borrow not more than 5 volumes at a time for a period of 6 weeks on a refundable deposit of Rs. 2000/-;
 - e. Provisionally enrolled Ph.D. Students shall be able to avail Library facilities in the same manner as registered Ph.D. Scholars and submit Library Clearance to the Ph.D. Section once at the time of submission of Ph.D. theses.
 - f. D.Sc./ D.Litt./ LL.D. candidates be allowed to borrow books from the Library in the same manner as that of Ph.D. Scholars.
15. If books borrowed by persons mentioned in sub-sections (i) and (ii) of Section 13 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.
16. No books shall be issued and delivered to any person other than a duly registered borrower (mentioned in sub-section (i) to Section XIII of the Library Rules) in person or someone having on each occasion a written authority from him to receive a book or books on behalf of such registered borrower.
17. Subject to the terms and conditions that may further be determined by the Library Committee from time to time, facilities of borrowing books from the University Library will be extended to the following categories of persons also, under terms and conditions stated against each and on their filling up the prescribed form for the purpose:
- a. I. Regular students of the University mentioned under section 13(a) (vi) of the Library Rules, will be allowed to borrow one Volumes (may be extended to two volumes as decided by the Librarian) at a time for a period of 14 days from the Lending Section.

- II. Students and research scholars retaining books after the due date Rs.2 per volume per day will be charged.
- III. 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 will not return books after a third reminder may be denied privileges and facilities of the library, both reference and lending, by the University Librarian.
 - a. Permanent members of the non-teaching staff of different departments of the University, on the recommendation of the respective Heads of the Department, may be allowed to borrow not more than two volumes in case of Senior Assistant and above and one volume in case of other staff at a time for a period of 14 days. Non-return of books within the due date shall make them liable to be deprived of library facilities.
- IV. There are certain categories of publications such as reference books, rare books, periodicals, reports, etc., books of such special collections which are not generally lent out and books marked as '**confined copy**' under the authority of the University Librarian, are not to be ordinarily issued out of the library.
- V. Books on loan with members of the library under any category can be recalled by the University Librarian at any time.
- VI. No one will 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 Categories.
- VII.
 - a. Library cards are not transferable.
 - b. In case of loss of a library card, a duplicate one may be issued, at the discretion of the University Librarian, for which a fee of Rs.50 per card will have to be paid. Another duplicate library card for Students and Research Scholars be issued against a charge of Rs.100/- per card. Thereafter no duplicate card shall be issued.
- VIII. At the request of other universities, research institutes, educational institutions, well-known and well-established libraries or organisations and government or semi-government offices, separable books, publications and other materials belonging to the University Library may be issued on inter-library loan system by the University Librarian in consultation with the Hon'ble Vice-Chancellor.
- IX. If a depositor does not claim refund of his library deposit money within six months from the date of cessation of his membership of the library, the deposit money will be forfeited. The deposit money will be returned to the depositor after deducting processing fees as determined by the Librarian
- X. Books, periodicals, e-journals, electronic media and various kinds of library materials in different subjects are to be purchased for different departments by the Librarian on the advice of the Heads of the Departments concerned with the approval of the Library Committee within the budget allocation. Reference books, periodicals, electronic media and other publications of general or common interest and of popular demand and books for the head "General" are to be

purchased by the Librarian with the approval of the Library Committee within the budget allocation and other grants for the purpose.

- XI. The Library Rules framed herein may, from time to time, be changed, altered, and amended, or new rules may be added by the Library Committee, and that will be effective and binding to all concerned when the relevant proceedings of the Library Committee are approved by the Court.

XII. Library Fees and other Charges

1. Overdue charges for Students and Research Scholars after the due date Rs.2 per volume per day.
2. Photocopying Service

Black & White :

Job type	For University Students/Teachers/ Administrative Officers/Research Scholars/Staff (in Rs.)	For outside Scholars (in Rs.)
A4	1.00	1.00
A4 Photo	1.50	2.00
A3/B4	1.50	2.00
A3/B4 Photo	7.00	10.00

3. **Rate for computer print-outs (Black & White) :** Rs.2 per A4 size page for University Students/Teachers/Research Scholars/Staff , Rs.3 per A4 size page for outside Scholars. In both the above cases max page limit of print-out is 25.
4. Fees for Library Card- Rs. 20.00. Duplicate of Library Cards – Rs.50 per card (for the first time). Duplicate Library cards for Students and Research Scholars (for the second time) be issued against a charge of Rs.,100 per card. Thereafter no duplicate card shall be issued.
5. Library fee and Caution deposit for students – Rs.300 per year(To be collected at a time for entire academic session) for library fee and Rs. 500 for caution deposit (refundable).
6. Library fee and Caution deposit for scholar – Rs.500 per year for library fee and Rs.2500/-for caution deposit (refundable).
7. Re-employed teachers – Rs.2000 (Refundable) for 2 books at a time and Rs.5000 (Refundable) for 10 books at a time within that stipulated amount.
8. Retired teachers/ employees – Rs.2000 (Refundable) for 2 books at a time within the stipulated amount.
9. Guest teachers of the University – Rs.2000 (Refundable) for 2 books at a time within the stipulated amount
10. Undergraduate and postgraduate students of the affiliated colleges of the University – Rs.400 per year and for Registered Graduate Students ofRs.500/- (In both cases only reading facilities).

11. Graduate Library Card for Teachers, Academicians, Scholars, Undergraduate and Postgraduate Students who are not directly attached to the University. – Rs.500/- per year (reading facilities only).
12. All Library related Forms are now available at the Membership Section of the Central Library.
The University Library Rules and Regulations mentioned above may be changed from time to time.

IMPORTANT

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 Library Staff, 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.