



### Library Rules, Guidelines and Services

Visit us - <https://www.rpcau.ac.in/university-library/>

#### LIBRARY TIMINGS: -

The Library currently open on all working days, except the university gazetted holidays.

Monday to Saturday: - 08:00 A.M to 08:00 P.M.

[Every 2<sup>nd</sup> Saturday of the month Library will remain close.]

#### Timing of Circulation Counter: -

Monday to Saturday: - 10:30 A.M. to 04:30 P.M.

#### LIBRARY MEMBERSHIP: -

All the members of the university are entitle for library membership.

#### PRIVILEGES: -

The entitlement for different categories of members for the number of books on loan and loan period are given below: -

Category	Number of Books	Period
U.G. Students	03 books	14 days
P.G. Students	04 books	14 days
Ph.D./ Research Scholars	04 books	14 days
PG Diploma/Certificate Courses	03 books	14 days
Faculty/ Academic Staff	05 books + 3 books	14 days + Whole Semester
Non-Faculty	02 books	14 days



**Circulation:** - Only registered members can borrow general and text books from library on production of their valid Identity Card (Membership Ticket) issued by the university at the circulation desk. Each book issued to the user(s) must get proper gate pass which is to be surrendered at the security check-point while taking the document outside of Library. Membership Tickets are valid for only 6 months. There after users have to submit admission fee receipt of current semester to renew membership ticket. Returned document will be issued with a minimum gap of one day after the return date.

**Fine Collection:** - Books taken on loan must be returned on or before due date, failing which the user concerned will be charged with fine of Rs. 1/day/book. All overdue fine charges must be cleared by the concern users on or before the end of ongoing academic session, failing which book loan privileges will be suspended.

**Lost book recovery:** - If a member loses any document it must be immediately reported to the Librarian in writing. If a document is declared as lost by a borrower, he/she will have the option to replace similar edition of the document having same or latest imprint but not a cheaper edition like paperback, student edition, internet downloaded copy *etc.*, within a month from the date of reported loss. The defaulter will be charged current cost of the book in the present conversion rate along with Rs. 100/- extra as processing fee from the member towards book recovery cost. If the book of a multi volume set is lost or damaged the concerned member shall be liable to replace the whole set or pay current cost of the volume on the above line. The replacement cost once recovered or replacement copy once accepted cannot be refunded or returned under any circumstances even if the original document is recovered. The replacement cost of the document acquired free of cost or by any other mode such as gift or exchange, will be fixed by the library.

**No objection certificate:** - All the registered members have to clear all kind of pending library dues against his/ her account and produce the prescribed No Dues Certificate at the Circulation Desk for obtaining the Library Clearance Certificate. All students have to get "Library Clearance Certificate" after the submission of Thesis/ Project Report (hardcopy/softcopy).

**TERMINATION:** - If any member is found misusing/mutilating/stealing cutting pages from book, the primary disciplinary measure will be invoked to frigate the user privileges in all respect of library use and matter will be referred to the competent authority. Reinstatement of user privileges in such cases will be lies at the discretion of university authority only. Repeated violation of set rules of library, improper use of facilities by any member will lead to the suspension or termination of his/her membership.

**PHOTOCOPYING/PRINTING SERVICES:** -

Photocopying services are only for library holdings documents and is available from 10.00 A.M. to 04.00 P.M.

**Photocopying/Printing charges:**

1. Any kind of outside/external documents are not allowed for photocopying in the library. Rs. 01/- per (Photocopying) & Rs.02/- per (Printing) exposure will be charged from Students, Faculty, Staff, Alumni, Individual/ Institutional / Corporate membership holders / Participants of Conference and Workshops.
2. Copyright rules are applicable for photocopying process.
3. At any given point, only up to 20% document can be photocopied. Photocopying of any document cover to cover is prohibited.
4. Photocopy of Theses and Dissertation may be discouraged. However, in exceptional cases only up to ten exposures may be allowed.

**Important Guidelines:** -

1. **All users are under CCTV surveillance, so act properly.**
2. **Any kind of misbehave with library staffs will lead to disciplinary action.**
3. Users requested to check the Accession Number(s) of the book(s) issued by them with the borrower slip/gate pass before leaving the circulation counter, discrepancy found if any should be reported forthwith.
4. Loan books are not transferable and thus should not be lent to others.
5. While taking a book on loan, please check the condition of the book. Users are responsible for any damage of loaned book(s).
6. Immediately after issue of a book, the user is requested to take book out of the library.
7. Do not bring any personal belongings, such as bag, books, xerox copy *etc.* to the library.
8. Do not left your phones/personal books/ Laptops or any other personal belonging in the Library. In case of loss of any valuables, library will not be responsible.
9. While going out of the library, user should ensure that they are not in possession of any unauthorized book with them.
10. Users are responsible for complying to the limitation of copyright act while Xeroxing library book.
11. All outstanding dues in form of overdue fine or lost book must be cleared within the current semester (maximum 6 months) failing which membership will be treated as delinquency.

**Acceptable use and Code of Conduct:** -

- a) Book proposal form is shared on Library webpage, use it for proposing any book for library purchases.
- b) Do not connect any external device like mobiles, pen drives, *etc.* to computers in the library without the approval of the Librarian / Library (I/C). If approved for the connection, scan the external devices before use.
- c) Do not install any software without prior permission of library staff.
- d) Do not download movies or songs or other personal things.
- e) Do not remove LAN cord, keyboard and mouse from the computers.
- f) Do not save any document on the desktop.
- g) Keep mobile on silent mode.
- h) Eatables are not allowed inside the library.
- i) Take care of your own belongings.
- j) Turn off the computer after your work is completed.
- k) All drives will be formatted after every 15 days by library staff without any intimation.
- l) Library will not be responsible for any data loss.
- m) Kindly co-operate with Library Staff for minimum down time of the computers.
- n) Please inform to Library staff in case of any computers problem.
- o) Please keep every section of library clean.
- p) Keep silence in every section of the library.