

Gurudas College

Library Rules & Regulations

1. **Library hours:**

A. Library hours:

- (a) Monday to Friday : 10.30 A.M. to 5 P.M.
- (b) Saturdays : 10.30 A.M. to 2.30 P.M.

B. Borrowing hours:

Issue of books will ordinarily commence **half an hour after** the scheduled time of opening and will be stopped **one hour before** the scheduled time of closing the library.

2. **Library Membership Registration :**

Membership of the college library for the purpose of enjoying facilities of reading & borrowing are open to :

(a) **Faculty members of the college :**

(I) **Permanent:** The permanent full time teachers/ Librarian / Assistant Librarian will be allowed to borrow not more than **20 (twenty)** books at a time for a period of **90 (ninety) days** .

(II) **Full time contractual:** The person who will be appointed by the college as Full time contractual faculty member in various departments will enjoy library facilities till the expiry of the term of his/her appointment. He/she will be allowed to borrow not more than **10(ten) books** at a time for a period of **60 (sixty) days**.

(III) **Part-time / Honourary /Guest:** The person who will be appointed by the college as Part-time / Honourary /Guest faculty member in various departments will enjoy library facilities till the expiry of the term of his/her appointment. He/she will be allowed to borrow not more than **2(two) books** at a time for a period of **30(thirty) days**.

(IV) Faculty member joined in **FDP** scheme, **Administrative Officer**, if any, will be allowed to borrow not more than **10 (ten) books** at a time for the period of **60(sixty) days** .

(b) **Non-teaching staff members of the college :**

- (I) The Administrative staff / Library / Laboratory **assistants** of the categories **permanent** and **contractual full time (with more than one year of service)** will be allowed to borrow not more than **2(two) books** at a time for a period of **30(thirty) days**.

- (II) The Office / Library / Laboratory **attendants (Group D Staff)** of the categories **permanent** and **contractual full time (with more than one year of service)** will be allowed to borrow not more than **1(one) book** at a time for a period of **30 (thirty) days**.
- (c) **Regular students**, will be allowed to borrow **2(two) books** from the College Library & 1(one) additional book (only for Hons. Students) from their respective Seminar Libraries for a period of **30(thirty) days**.
- (d) **Students who have**
- (i) *dropped out*, i.e. student who completed the college classes in any subject but have not appeared in the university exam, will have to take re-admission in the college in order to avail himself/herself of library facilities like regular students.
 - (ii) *failed to clear University exam*: will be allowed to avail the **reading facilities only** until the next university exam on payment of a fee of Rs.100/-
- (e) **Alumni**, i.e. Ex-Faculty members or ex-students of the college can have library facilities **except lending** after getting permission from the College Principal together with the proof of their association with the college (for ex-students only).
- (f) **Others who may be allowed by the college authorities** : The College Principal / College Librarian may allow at his/her own discretion the library reading facilities to outside scholars / students of Netaji Subhas Open University for a period of 1(one) month at a time.

3. General Rules :

- i) Library cards will have to be shown at the time of entering the library. Entry to the library will solely depend on the discretion of the College Librarian.
- ii) Unauthorised persons / non-members of the library shall have no access to the library.
- iii) Conversation, talking, sleeping, smoking, loitering & tiffin taking are not allowed within the library premises. Mobile phones are also not allowed within the library premises.
- iv) Without obtaining special permission from the College Principal / Librarian, nobody except faculty members shall enter the stack area or any other part of the library not ordinarily opened to him/her.
- v) At the time of entering the library, all personal belongings shall be deposited at the prescribed counter kept beside the library entrance and must be taken back when the depositor leaves the library. The Library will not be liable for any loss/damage caused to the unclaimed deposits.
- vi) The library cards are not transferable.
- vii) **Loss of Library Card:** In case of loss/damage of library card for the first time, a duplicate one will be issued on payment of Rs.20/- per Lending card and Rs.10/- per Reading/Seminar card. Issue of duplicate card in case of further losses/damages will be at the sole discretion of Principal/Librarian and will attract a fee of Rs.25/- per card.

- viii) **Reissue/Renewal of library book:** Any student can reissue or renew his/her home issued library book for maximum 3 times with one month duration each provided the home issued book has not been on demand by other members of the library.
- ix) **Overdue charges** for students will be Re.1/- per day per book.
- x) At the time of issuing a book, every user is expected to examine it carefully and the cases of mutilation, defacement or damage, if any, should immediately be brought to the notice of the concerned library staff at the issue counter, subsequently, the person to whom the book was issued last will be held responsible for the condition of the book and he/she must compensate either by binding/repairing of the book as decided by the College Librarian.
- xi) The reference books, rare books, periodicals, reports, and books of some special collections as well as career guidance books and books marked as “**NOT TO BE LENT OUT**” are not to be issued outside of the library.
- xii) **Reading Room Service:** The college library has a spacious reading room where users can read documents as well as newspapers. Ordinarily not more than 2(two) books at a time will be allowed to be retained for use in the reading room. Again personal books or already home issued books can not be consulted in the reading room.
- xiii) **Loss of Library Book:** Person held responsible for loss/damage/defacement or mutilation of library book shall be liable to compensate the library by replacing with a new copy i.e. current edition of the book lost, damaged, etc. and if the book is not available in the market, he/she must pay the library twice the price of original book.
- xiv) **Library Clearance:** It is mandatory for every library member to collect his/her library clearance certificate from the college library, at the end of his/her study/service, by surrendering library cards, paying any accumulated library dues etc. For students, library clearance certificate will be issued only once in the third year normally from the month of January to April of every calendar year between 11.30 A.M.-3.30 P.M. on Monday-Friday and 11.30 A.M.-1.30 P.M. on Saturdays. At the time of obtaining library clearance, a student must bring all of his/her library cards together with the third year fee book and if he/she is not a member of the library then he/she must bring all the fees book of first, second and third year. Without these documents library clearance certificate will not be issued to the students.
- xv) **Role of Head of the Department having Seminar Library:**
- a) Only the Heads of the Departments can receive Books from the College library on behalf of their respective Seminar libraries and should take full responsibility of the books.
 - b) Issuing book from Seminar Library is of the total responsibility of concerned HOD and he/she will responsible for issuing library clearance to Permanent, Contractual, Guest, Part-time faculty members of his/her department as well as faculty member joined in FDP scheme.

The Library Rules framed above are subject to change, may be altered and amended from time to time or new rules may be added by the college authority and that will be effective and binding to all concerned.

