

## **Library Policy**

### **1. Definitions:**

**Academic resource:** This includes all types of books mentioned in syllabus (text/reference), general books which are not mentioned in syllabus, journals, magazines, thesis, dissertations, e-resources(CDs and online) and any such material which can serve as an academic resource.

### **2. Library Timings**

- 2.1 The Central LPU Library will remain open from 08:00 am to 12:00 am on all days including Sundays and holidays.
- 2.2 All other libraries in different blocks will remain open from 09:00 am to 05:00 pm from Monday to Saturday. These libraries will remain closed on Sundays & holidays.
- 2.3 All the libraries in the University will remain closed on three national holidays i.e. 15<sup>th</sup> August, 26<sup>th</sup> January, and 2<sup>nd</sup> October or any other day as decided by University.
- 2.4 The circulation desk will be closed for issue and receipt of books to the students and staff, at 09:00 pm in Central LPU Library and at 04:30pm in all other libraries.

### **3. Issuance Criteria of Academic Resources from Library**

- 3.1 The students will be issued text/reference books excluding the reserved books as defined above.
- 3.2 One copy of the book shall always be kept on reserve in the library and will not be issued to staff as well as to the students. Although notes may be prepared from such books in the library.
- 3.3 Magazines, Journals, CDs, project reports, thesis, dissertations and rare books are placed in restricted category and not to be lent out. However the students may refer to them in the library itself.
- 3.4 The librarian is empowered to recall any book at any time if necessity arises.

### **4. Book Issue Privileges for Students**

- 4.1 M.Phil/Ph.D. students and Junior research fellow (JRF) under any funded research project having appointment in LPU as JRF and valid UID are entitled to get a maximum of six books issued in their name for a period of 30 days.
- 4.2 All other students, except those defined in pt. 4.1, will be issued a maximum of 3 books at one time, for a maximum period of one week to regular students and 15 days for part-time student. Students studying in **honors** courses shall be issued 5 books for a period of 15 days.
- 4.3 The students shall be required to return all the books on the last day of the exams, any failure in doing so, will lead to the withholding of their result.

**It should be noted that books whose cost is less than or equal to ₹ 1000 shall be issued to students in all the libraries. However upper limit for issuance of books in Architecture**

**and libraries coming under LFAMS will be ₹ 1500. For students mentioned in 4.1 upper limit for issuance of books all the libraries will be ₹ 2000.**

In case a student want a costly book to be issued to him/her, then only one book instead of 3 up to price of ₹3000 may be issued for 7 days, however if only one copy of such book is available then book shall be issued overnight only i.e. issuance at 4:30pm and return before 9:30am of the next day. Similarly in the library of Architecture, and library coming under LFAMS only one book instead of 3 upto a price of ₹ 5000 may be issued as per the criteria mentioned above. **For students mentioned in 4.1 only one book instead of 6 upto a maximum price of ₹8000 and 2 book upto ₹ 5000 each may be issued as per the criteria mentioned above.**

**5. Compounding fee applicable in case of delays in returning the books For Students**

- 5.1 A student may return the book on or before the due date. The book having same accession number will not be reissued to the same student within next two days.
- 5.2 If the student fails to return the book on the due date, **compounding fee of ₹. 10 per book per day** will be charged from the students.

The compounding fee if applicable to the students will be intimated to the accounts office and will be collected at the accounts office only. If a student does not return the book then a debit note of the compounding fee applicable to that student shall be issued by library and will be sent to department of accounts along with a summary within 7 working days after last exam conducted for the regular student. The date for the raising of debit note will be notified by Division of Academic Affairs to the students as well as for librarians. The accounts department shall receive separately the compounding fee from the student at the time of receiving 'term fee' or otherwise. Amount of the debit note will be as per the point number 6.2.

- 5.3 No marking or writing on or tracing from any library resource material is permitted. Any infringement of the above may require replacement of the book etc. For serious mutilation of a book, a compounding fee of up to ₹ 100 may also be imposed by the librarian in consultation with DAA.
- 5.4 In case a staff/student/beneficiary does not pay the delay compounding fee, the librarian is authorised to suspend his/her membership till the amount is cleared. Membership will be suspended when the compounding fee amount reaches ₹900.

**6. Loss of books for Students:** In case a book is lost by a student, either of the following two points will be applicable to him:

- 6.1 Student will intimate the loss of book to the librarian and may replace the book with latest available edition in the market and within one week (i.e. six working days) after the intimation. No compounding fee will be charged for those six days for which intimation is given.
- 6.2 If amount of the compounding fee applicable to the student is greater than price of the book plus 10% of the price of the book, then only compounding fee will be applicable. However if compounding fee applicable to the staff is less than the price of the book plus 10% of the price of the book, then compounding fee applicable to the borrower will be remitted and current price of the book along with 10% of the price of the book will be charged as a compounding fee for not returning the book.

- 6.3 If a student fails to fulfill point 6.1 then the librarian will issue the debit note of an amount as mentioned in point 6.2 and forwarded to the Accounts Department. The Accounts Department will receive the same amount from the student at the time of depositing the term fee.

**7. Admission Criteria in library:**

- 7.1 Admission to the library shall be open to the staff/student/beneficiary only with a valid identity card/document which should be carried in person at all times and they are required to wear identity card around their neck before entering and during entire stay in Library.
- 7.2 Private books and personal belongings should be deposited at the property counter and a token obtained in lieu thereof. The articles so deposited should be collected the same day failing which five rupees per token will be charged. In case token is lost, ten rupees will be charged in lieu thereof.
- 7.3 Any breach of the library privilege shall be considered as a breach of discipline and the librarian shall have power to take such actions as he considers necessary after consulting the Pro-chancellor.

**8. Remission of compounding fee to students/Faculty (If applicable)**

Remission of compounding fee, at the maximum of 50% of compounding fee amount, subject to the condition that compounding fee amount after remission should be atleast Rs. 100, may be permitted in genuine (e.g. medical) case having required proof as per following process:

The student will submit the application for remission of compounding fee (as per *Annexure-Va*) to his HOS with proof enclosed for the aforesaid reason.

**9. Rules for students while using LPU libraries**

Library is a place where readers come to enrich their knowledge. Absolute silence, decorum and discipline is of utmost importance for providing a conducive environment for the readers so that they can concentrate fully on their study. To create such an environment a library visitor should keep following things in mind while visiting library:

- 9.1 Use mobile phones in the library is strictly prohibited. Mobile phones should be kept on silent mode or switch off during the stay in the library.
- 9.2 Use of any electronic gadget without the permission of the library staff is not allowed.
- 9.3 Listening to music, watching entertainment videos, gaming on mobile, tabs, lap tops and computer is strictly prohibited.
- 9.4 You may use your laptop provided it is quiet in operation. Do not view, send or download any offensive content.
- 9.5 Use of computer labs should only be for academic purpose.
- 9.6 Wearing of identity card is mandatory inside the library. ID card should not be lent to anyone. Any change in the details of an ID should be notified to the concerned office immediately.
- 9.7 Personal books are not allowed in the library.
- 9.8 Eatables and soft drinks are prohibited inside the library.
- 9.9 Tearing or defacing by marking/underlining on the pages of books, magazine etc., any damage to property of the library will invite severe disciplinary action.
- 9.10 Maintain decorum, discipline and complete silence in the library.

- 9.11 Discussions are not allowed in the library as they disturb other users.
- 9.12 Disturbance in the research and study of other users is strictly prohibited.
- 9.13 Misbehave with library staff will invite severe disciplinary action.
- 9.14 Movement of furniture of the library is prohibited.
- 9.15 Library visits should be for academic purpose only and any person found to leisurely sitting in the library will not be allowed to stay in the library.

**Strict disciplinary action will be taken against those who will create indiscipline in library.**

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<b>APPLICATION PROCESSING SHEET FOR REMISSION OF COMPOUNDING FEE FOR STUDENTS</b>											
Name of the Student: .....											
Registration Number: .....											
Roll Number: .....											
Programme Code: .....											
Programme Name: .....											
Section: .....											
Reason :											
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Signature of the student											
<b>Remarks of the HOF/ HOS/COS (Approved/Disapproved)</b>											
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Signature of the HOF/HOS/COS											
(With date & Unique Id)											
<b>Forwarded to Concerned Librarian</b> (for necessary action (if applicable) and record updation)											

