

# ANSAL UNIVERSITY LIBRARY



## LIBRARY RULES

### GENERAL RULES:

- Only registered members are allowed to use the Library. Members should always carry their ID cards while using the Library.
- Readers should observe silence inside the Library.
- Usage of Mobile phones is not permitted inside the Library Premises.
- Borrowers must satisfy themselves with the physical condition of the book before borrowing.
- Members are themselves responsible for books issued against their lost ID.
- Readers are not allowed to bring their personal books or any printed material in book form inside the Library, for which designated room only is to be read.
- Members must show their Library ID Cards while entering the Library, borrowing books and journals and at any time if asked to do so by the Library staff.
- The belongings like bags, umbrellas, tiffin box and other personal belongings etc. are to be deposited at the Property Counter at the Reader's own risk.
- Every member must sign the register available at the entrance.
- Members are free to browse the books as there is Open Access in the library. Once the books are taken out of the shelves they should not be replaced by them as they may be misplaced. They should be kept on table only.
- Readers should not write in, mark scratches and disfigure, damage books or furniture of the Library.
- Network will not be provided on Laptop brought inside the Library. The library shall not be responsible for the loss of Laptops.
- Chewing gum, pan, spitting, smoking, eating, sleeping and talking loudly is strictly prohibited in the Library.
- Newspapers, magazines, and journals must be read only in the Library on specific table/ stands and should not be taken out to any other reading area.
- Books and novels are not allowed to be read in the digital and journal section of the library. Reading hall should be used for the same.
- No Library material can be taken out of the Library without permission.
- Any one who violates the rules and regulations of the Library shall be liable to lose the privileges of Library Membership.
- Notwithstanding anything contained in these rules, the decision of the Vice Chancellor of the University in all matters shall be final and binding.
- The Chief Librarian, with the approval of the Library Advisory Committee reserves the right to add, delete, alter or modify any of the above rules as and when required.

### PROCEDURE FOR MEMBERSHIP:

- All the members of Ansal University (Student, Faculty and Staff) are eligible for library membership free of cost. All the registered students/ faculty members can borrow books from the library through their Smart Card. The books may however, be re-issued on the due date.

### LENDING RULES AND RESTRICTIONS: (*Circulation rules*)

- Periodicals will not be issued as these are for reference, in the Library only.
- Students can be issued four (4) books in total for fifteen (15) days & can get them re-issued if required by the student, subject to the condition that there is no requisition for the book / pending demand.
- Faculty Members can be issued Ten (10) books for semester.
- Reference Books can be issued for overnight only in exceptional circumstance with the recommendation of Dean of School/ HODs.
- Students can reserve the books at the circulation counter in case those are already issued.
- Reference books, project reports, theses (dissertations), periodicals, bound journals are not issued to students / faculty members. They are to be referred to within the library premises only.
- Project reports, Dissertations submitted within last five years are given for reference within the Library only. Written permission of the Dean of School/ HODs concerned is required in such cases.
- Project reports, Dissertations, can not be photocopied.
- The Chief Librarian reserves the right to recall any book issued to the borrower even prior to the due date of return, if necessary.
- At the end of every academic session, the member will have to obtain a "No Dues Certificate" from the Chief Librarian, failing which he will lose his library membership.
- The borrower shall be responsible for the safe return of the books to the library. In the case of damage or loss of books the member/ staff will have to replace the lost book with a new book or will have to pay the double cost of lost book / document.
- Stealing or damaging the property of Library or misbehaviour with library staff shall be considered an act of discipline, which will call for strict disciplinary action, fines and cancellation of Library membership.
- The Library staff is authorized to check any students' bag & belonging, if needed.
- Non-member visitors are not permitted to use the Library without the permission of the Chief Librarian

### LATE BOOK FINE : (*Overdue Charges*)

- Issued books returned after due date attract overdue charges. For general books, novels etc., the overdue charges will be Rs.5/- per day.
- In case the faculty fails to return the books in 7 days after the stipulated time, it will be deemed that the book is lost/ purchased by faculty. The price of the book will be automatically deducted from their pay bill.

### WAIVING OF FINES:

- Waiving of fines in the case of Ansal University students needs to be approved by the Dean of School or HODs in case of Ansal University faculty and staff waiving of fines needs to be approved by the Registrar or Vice- Chancellor.

### CLEARANCE CERTIFICATE:

- All library documents will have to be returned along with the dues, fine etc, if any, by the individuals (staff, faculty & students etc.) at the time of leaving Ansal University and obtaining 'clearance certificate' from the library is mandatory.

### PHOTOCOPYING:

- The Library provides photocopying facilities to its users. The general guidelines to be observed for photocopying are:
- Cover to cover photocopying of copyrighted document is not permissible.
- Photocopying from library books/journals is to be kept to the minimum. Project codes should be mentioned in the requests for photocopying. Students and outside visitors who avail this facility need to pay photocopying charges.
- The photocopying charges are Rs. 1.00/ Per page, for external users, visitors and students

### INTERLIBRARY LOAN & INSTITUTIONAL MEMBERSHIP:

- To obtain/loan out upon request of a Ansal University library/non- Ansal University library user, documents are not available in Ansal University /other libraries. The Ansal University library has interlibrary loan arrangements with important libraries in NCR Delhi through DELNET, library.
- The Ansal University Library Subscribe J-STOR and EBSCO e-books e-resources.
- For issuing/returning books from/to these libraries, inter- library loan forms are available in the library and can be collected from the Chief Librarian.
- The library must be informed in writing about the books to borrowed from other libraries.
- Books borrowed from other libraries must be returned within a week. No fresh loan forms will be issued unless any previous inter- library loan account of the user has been settled.
- A fine is payable from due date given by libraries. If this is not specified, fines will be applicable after 15 days from the date of issue of interlibrary loan form by Ansal University Library.
- The issuer has to follow the rules and regulations of particular library, at the time of availing this library services.

### RESOURCE SUGGESTION

- Requests for new books, journals, CDs, or other information resources may be sent to the library with maximum ordering details available. Please use any of the following modes for ordering:- E-mail
- (c) Recommendation form (accessed from Ansal University Library) Please allow a reasonable time for procurement and technical processing of the books i.e. 20 days and 2 months for Indian and international books respectively. Purchase of documents directly by individuals is discouraged. Duplicate copies are not accepted for the collection.

### CYBER LIBRARY RULES:

- Cyber Library is to be used for academic purposes only.
- Online Chatting in the Cyber Library is not allowed.
- Users are not allowed to carry eatables and drinks in the Cyber Library area.
- Readers must carry their Library ID card while using the Cyber Library. They must show their ID card on demand.
- Readers are not to share their net access ID and Password with other students.
- Changing the settings and display of the Computers kept in the Cyber Library/Reading Hall are not allowed.
- Playing games on computers is strictly prohibited in the entire Library premises.
- Students should take care of their Pen drives, CD/DVD ROMs, Cell Phones, and Wallets etc.
- Browsing of Dating, Networking of friendship and porn website is strictly prohibited. Strict disciplinary action will be taken against the defaulters.

### LIBRARY TIMINGS:

- The library is open on all working days except national and prescribed holidays. (In case of change in the schedule, it would be notified well in advance).

## WORKING HOURS OF LIBRARY

Monday to Friday  
9:00 AM to 5.00 PM

Timing for Circulation/ Issue of Books  
9.30 AM to 4.30 PM