

RIMT UNIVERSITY LIBRARY

1. Library Management

- (1) The management of University Library, so far as the financial and administrative matters are concerned, shall be vested in the Board of Management, subject to the control exercised by Governing Body in any matter requiring the sanction of that body: Provided that all matters relating to the Library shall be considered in the first instance by the Library Committee. The BOM may delegate powers to this Committee to decide any matter requiring the sanction of the BOM under the Ordinances.
- (2) The Library Committee shall consist of the following:-
 - (i) Vice-Chancellor (Chairman).
 - (ii) All Heads of the University Departments who are at least in Associate Professor's grade;
 - (iii) Deans of all the Faculties.
 - (iv) One person nominated by the BOM.
 - (v) One person nominated by the Chancellor.
 - (vi) Head, University Library (Ex-Officio Member Secretary).
- (3) The nominated members shall hold office for two years.
- (4) Five members shall form a quorum.
- (5) The Committee shall frame Regulations for the use of Library, subject to the approval of the Academic Council.
- (6) The Committee will scrutinize the annual budget estimates of the Library and make recommendations thereon to the Chancellor/Vice-Chancellor.
- (7) The Committee shall allocate funds for purchase of books and periodicals among various subjects against the sanctioned grants.
- (8) The Committee shall prepare the Annual Report on the working of the Library and forward it to the Syndicate.

2. Rules of the University Library

Working Days and Timing

- (1) The Library shall remain open on all days of the week except on such days as the Vice-Chancellor may declare to be holidays. The timings of the Library will be fixed by the Vice-Chancellor on the recommendation of the Librarian.

(2) *Membership*

- (1) Teachers, Students and Research Scholars of the University on the recommendation of the Head of the Department concerned,
- (2) All the regular students of the University Teaching Departments shall deposit Prescribed Library Security refundable on cessation of membership, besides prescribed Library membership fee per academic year.
- (3) Members of the administrative staff of the University will be admitted to the membership of the Library on the recommendation of the Registrar/Head of the department concerned.
- (4) Limited number of persons, not belonging to the University, may be admitted as special members, on the recommendation of the Chancellor. Library Security of Rs. 5000/- refundable on cessation of membership and an annual Library membership fee of Rs. 500/- from 1st July to 30th June will be charged.
- (5) Application for membership will be made on the prescribed form obtainable from the Library.
- (6) Visiting Professors will be admitted to the membership of the Library and be given the same library facilities as are available to the faculty members of the University.

3. Loan Privileges

- I. The number of books that may be borrowed and the period of loan for various categories of members will be as follows:

Category	No. of Books	Period of Loan
University Teachers/ Visiting Professors	8	- Complete semester, if the semester system is in force otherwise academic session. - Books should be returned by 30 th June and 31 st December - Since Teachers are on vacation during this period, therefore, books issued for complete Semester may be returned by 15 th December and 15 th June.
-Professional Staff of the Library	6	30 days
-Post-Graduate Students		
(a) Master Degree	4	14 days
(b) Diploma/Certificate	2	14 days

(c) LL.M.	6	14 days
-Honours and UG Students	3	14 days
-Others	2	14 days
-Research Scholars/Teacher Fellows doing Ph.D.	10	30 days
-Research Scholars, registered for Ph. D. in the University and working under the guidance of the University Teachers	10	30 days
-M.Phil. Students/Teacher Fellows doing M.Phil	6	30 days
-Master Degree (Honours School)	5	14 days
-Semi Professional Staff of Library	6	30 days

(ii) A computerized Library Membership Card will be issued to the members at the time of admission to membership. On each occasion, a book is to be borrowed the membership Card has to be shown. The member will drop the books to be returned in the drop box.

(iii) The Library Membership Card is not transferable.

4. Conditions of Loan

- (1) Bound volumes of the periodicals will not be lent for home use.
- (2) Current loose numbers of learned journals/periodicals shall not be issued for use outside the Library.
- (3) Certain categories of material, particularly reference books, manuscripts and damaged books will not ordinarily be loaned for home use.
The Librarian will decide when such material may be loaned.
- (4) Members shall not sub-lend the books borrowed by them.
- (5)
 - (i) All the members of the Library, including Research Scholars shall return the books on due dates; otherwise an overdue charge of Rs. 10/- per day per book shall be levied excepting holidays :
Provided that for the books sent on Inter-Library Loan or issued to Departments for official use, overdue charges will not be imposed :
Provided further that the teachers will return the books at the end of Semester/academic session as the case may be.
 - (ii) The membership of those teachers, who do not return the books by the above stipulated dates, will stand suspended automatically. The information will be sent by the Librarian to the member concerned with a copy to the Vice-Chancellor and the Dean, Academic Affairs for necessary action.
 - (iii) The books which are recalled by the Library will be returned within a period of 10 days from the date the recall letter is issued. In case of default, overdue charge of Re 5/-per day per book will be charged for first five days and Rs. 10/- per day per book for the succeeding period.
 - (iv) The Reference Books, Rare Books and other similar material, which is not usually circulated, may be issued for a limited period under special circumstances. Similarly, books in heavy demand are issued for a limited period. In case these books are not returned on due date, overdue charges of Rs. 10/-per day per book for the first five days and Rs. 20/- per day per book for the succeeding period will be charged on all categories of members including teachers.

Explanations :

1. Teachers will include University Assistant Professors, Associate Professors, Professors, and other whole time employees doing teaching work.
2. Text books will include books recommended/prescribed in the syllabi of various courses.

3. A University Teacher should return all such books as are issued to him for a definite period on the dates the books are due. A University Teacher must clear his account in the beginning of every academic session by returning all the books as are due from him.
 4. The Vice-Chancellor may remit or reduce overdue charges above Rs. 250/- under very special circumstances such as illness, accident, death etc. However, the Librarian may remit or reduce overdue charges up to Rs. 100/- under special circumstances.
 5. In case of demand the Librarian can allow more books and for longer period to a member than as prescribed under Rule No. 3.1.
- 6) The loan of books may be renewed by the Librarian: Provided the books in question are not in demand.
 - 7) Members shall not mark or damage the books and other library property. If any member infringes this rule, he will be required to make good the damage done. Before getting the books issued, any mutilation marking should be pointed out immediately by the member to the Counter Assistant and initials may be obtained, otherwise the member will be responsible for any mutilation discovered afterwards.
 - 8) (a) In case of damage or loss of the book the member shall be required to replace the book or pay the cost of the book. The replacement copy shall be hard bound copy, except when the lost book of the Library was paperback edition. However, if the hard bound edition of the book is out of print, a paper back copy will be accepted with the payment of the difference in price of the hard bound and paperback editions. If the damaged or lost book is replaced, the member will have to pay processing charges Rs. 100/-
 - (b) Replacement cost of the book will mean the latest price as per bibliographical sources available in the Library or market price or price as per Accession Register whichever is higher plus postal and incidental charges Rs. 100/- to be incurred in procuring the book. If such a book belongs to a set and is not available singly, the member shall have to replace or pay for the whole set.
 - (c) However, if the book is out of print or where price is not known the Library would charge double than the price of the book or minimum of Rs. 500/-. In case of foreign books the price would be calculated on the basis of current conversion rates, in case a book is received as gratis, the price to be charged will be determined by the Vice-Chancellor on the recommendation of the Librarian.
 - 9) Books on loan may be recalled at any time by the Librarian. In case of great demand, the Chief Librarian may regulate the use of books in such a manner as he deems fit.
 - 10) All residuary powers regarding the use of reading material, provision of other services and the maintenance of discipline and decorum in the Library shall rest with the Librarian.

5. General

- (1) Members shall observe silence in the Library.
- (2) Before entering the Library, the members shall sign the gate Register.
- (3) (a) Members shall deposit their sticks, umbrellas and bags at the counter. Each reader shall obtain a token from the Janitor/Library Attendant on duty. The loss of token should be immediately reported in writing at the circulation counter, otherwise the Library will not be responsible for the loss, in case any other person produces the lost token and collects the articles kept there.
- (b) A fine of Rs. 10/- will be charged for the loss of token issued to a reader in lieu of the articles deposited at the Property Counter. The belongings kept at the property counter shall be released only when satisfactory evidence of ownership is produced by the depositor.
- (c) Articles deposited at the property counter must in all cases be collected when the depositor leaves the Library or at the most before closing time of the Library. An amount of Rs. 10 will be charged from the reader who claims his belongings next day and overdue charge of Rs. 10 will be charged for every subsequent day, subject to the maximum of Rs. 300/- amount.

(d) Although all possible care will be taken for the safe custody of the articles deposited, the Library will not be responsible for any damage or loss. The visitors are advised not to keep any valuable or cash on the property counter.

(4) While leaving the Library the members shall, on request, show their files and papers to the staff on duty at the counter.

(5) Issue of books shall cease half an hour before the closing time of the Library.

6. **Reservation of Books.**

A book, which is on loan, may be reserved for borrowing by other members on filling up a Bespeaking Card at the Counter and by affixing requisite postage stamp on it.

7. **Clearance Certificate**

The Library Pass Book, Membership Card and Reader's tickets are the property of the Library and are to be returned to the Library; dues, if any, paid and clearance certificate obtained for them from the Library before appearing in examination or terminating connection with the College or the University.

8. **Change of Address**

Members should keep the Librarian informed of any change of address, change of college, class or subject of study during the period of membership.

9. **Loss of Cards and Tickets**

(1) The loss of Library Membership Card shall be reported immediately to the Librarian.

A member shall be responsible for any loss which the Library may suffer through the loss or misuse of his/her Membership Card.

(2) When a Membership Card is lost, a special deposit of Rs.100/- amount refundable on expiry of validity of the lost card will be required.

(3) Duplicate Bar-coded membership card will be issued to a member, at the direction of the Librarian, on a payment of Rs. 100/- This amount will be doubled every time, e.g. Rs. 200/- during second time, Rs. 400/- during third time etc. The Librarian will, however, bring refractory cases, if any, to the notice of the authority which recommended the membership.

(4) Visitors who are not members of the library will be allowed to use the library on the recommendation of the appropriate authority of the concerned institution or after verifying the antecedents of the visitor. Rs. 20/- per day or Rs. 100/- per week as Consultation Fee will be charged from each user.

10. **Text and Reserve Book Section.**

(1) The Library shall maintain a Text and Reserve Book Section.

(2) The following special rules shall govern the borrowing of material from this Section :

(i) First copy of the Text-Book shall not be loaned out of the Library.

(ii) The second and subsequent copies of the text-books may be borrowed by the Teachers for the periods to which they are entitled to borrow books under Rule 4(1) and students of the subject for a period of 14 days each. The text-book in a subject which is not being taught by a teacher shall not ordinarily be loaned to him/her. The employees, who are allowed by the University to appear in the University examination, may also borrow. The issue of text-books to teachers of affiliated colleges will be allowed by the Librarian only, depending upon the availability and demand of text-books.

11 **Power to Write off Lost Books**

Like other organizations, books lost from the Library may be written off at the rate of 5 books (Books having least price out of lost Books) per thousand books every year. This rule is in line with Rule 194(ii) of General Financial Rules,2005 of Government of India.
