



Ranchi University

Ranchi

***Rule and Regulations for Utilization of
Library***

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1. **Introduction:** Central Library, Ranchi University housed with text books, reference books, journals, newspapers, magazines, and other documents, etc. organised with best available tools & techniques. Apart from the print resources, a good number of electronic resources comprising of e-journals, e-books, & online databases, etc. are made accessible to the library users. This library is the member of INFLIBNET Centre, Gandhinagar, Gujarat & DELNET, New Delhi.

This Library has following rules and regulations:

2. Admission to the Library

All members of the Ranchi University shall be allowed admission in the library. Any other person with permission of the Librarian/Library In-Charge may enter the library. The right of admission shall be denied to a person if in the opinion of the Library Authority, he/she is:

- Of unsound mind.
- Intoxicated.
- Improperly dressed.

3. Entrance Inside the Library: Persons acquiring right of the admission as under (1) above, before entering/leaving the library shall:

- 3.1 Sign a register specially provided for the purpose by legibly entering all the columns. The signature shall ensure that the person concerned agrees to abide by the rule and regulations of the library.
- 3.2 Deposit all personal belongings; such as bag, umbrella, file, etc. at the property counter of the library.
- 3.3 Allow the security staff at the entrance of the library to examine everything while passes in to or goes out of the library.

4. Membership: The following categories of persons are entitled to get the

membership of the Ranchi University Library by default:

4.1 All the faculty members, Regular Staff & Research Scholar of Ranchi University

(Membership Fees- Rs.200/-for lending the documents).

4.2 All the regular students of Ranchi University **(Membership Fees- Rs.100/- for the session for lending the documents).**

4.3 A person other than the above categories may be allowed to become member of the library in order to use the library resources and services as a special case on a request in writing with the permission of the Library Authority. The decision of the Librarian/Library In-Charge in this regard shall be final.

All eligible members under (1) above, shall fill up and sign a membership registration form available at the Registration Section of the library/ write an application, if the Registration form is unavailable (for lending service). All the members of Ranchi University are the member users of this Library by default. They are entitled to use all the library services.

4. Library Hours:

On all working days: **08:00 a.m. – 10.00 p.m.** (Reading Section)

10:30 a.m. - 05:00 p.m. (All Sections other than Reading Section)

On University Holidays (Except Sundays): **08:00 a.m. - 09:00 p.m.** (Reading Section)

The above timings of the Library are subject to change from time to time which will duly be notified in the Notice Board of the Library.

5. Rules of Lending of Books

5.1 The privilege of borrowing books from the library is restricted to the registered members only.

5.2 Each member will have the **Identity Card cum Reader's Tickets** according to

the category to which he/she belongs to (**Faculty members/ Staff/Research Scholars /- 3 cards; PG Students- 2 cards**).

5.3 The **Identity Card cum Reader's Tickets** are not transferable.

5.4 Members should come to the library personally and tender his/her **Identity Card cum Reader's Tickets** at the circulation counter at the time of transaction of documents.

5.5 Membership of a user shall remain valid till he/she remains on the role of the University.

5.6 The Librarian/Library In-charge may recall any book from member at any time.

5.7 Loose issues of periodicals are not for issue except on special request by members (permitted by the Librarian/Library In-Charge).

5.8 NO DUES CERTIFICATE: A No Dues Certificate may be issued to members only on returning all books borrowed and surrendering the reader's tickets.

5.9 RENEWAL OF BOOKS ON LOAN: The book(s) lent out to a member may be renewed provided the book(s) is/are not reserved by other users.

5.10 RESERVATION OF A BOOK: A member may get book(s) reserved for loan by filling in a prescribed reservation form available at the Circulation Counter/writing an application for the same. If the member fails to collect the books(s) within 5 days from the date of intimation; the reservation may be forfeited and such book(s) may be issued to other members.

5.11 GATE PASS: A Gate Pass will be issued by the circulation counter for each book issued to a member. The Gate Pass along with the issued book will have to be handed over to the Security Staff on duty for verification. After verifying the particulars, the Security staff will deliver the books to the borrower keeping the Gate Pass for record.

6. ~~Check out (Issuance Period) Limits (only for books):~~

Students: 2 books for 14 days.

Teachers/Staff: 3 books for 30 days.

Research Scholars: 3 books for 14 days.

7. Overdue Fine: All the Members@ Rs.1/day.

8. Loss of Library Identity Card Cum Reader's Ticket

The loss of **Library Identity Card cum Readers Ticket** should be reported immediately in writing to the Librarian/Library In-Charge and a fine of Rs.10/- will be charged for re-issuance of a ticket.

9. Loss or Damage of Borrowed Books

The loss of books borrowed by a user in his/her custody, the borrower shall be liable to be charged as follows: - **Four times the cost of the book (as mentioned in the Accession Register).**

10. General Rules

10.1 All kinds of personal belongings except notebook & other study materials, are supposed to be kept in the property counter at the entrance.

10.2 Silence is must inside the library.

10.3 Mobile phone in vibration mode only is permissible.

10.4 Member shall not smoke, intoxicate, or spite in any part of the library.

10.5 While browsing books, no book should be misplaced by the user on the stack.

10.6 Books once picked out from the stack, should be left in the reading table or rearranged at the same place at the stack if not issued out.

10.7 The physical condition of the book should be checked while checking out. Mutilation of pages if found is to be brought to the notice of the circulation in-charge. Otherwise, the borrower himself/herself shall be responsible for mutilation of the book if detected afterwards.

10.8 Underlining, marking, folding of pages, etc. in the book is strictly prohibited.

10.9 Upon any infringement of the library rules, members shall forfeit privileges of admission and membership of the library.

10.10 The Librarian/Library In-Charge reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.

10.11 The members caught tearing of pages/stealing books or otherwise mutilating books will be suspended forthwith from using library facilities and further disciplinary action will be initiated against him/her by the university.
