

# LIBRARY POLICY

FOR OPERATING

RASHTRAKAVI MAITHILISHARAN GUPT

LIBRARY



**BANDA UNIVERSITY OF AGRICULTURE  
& TECHNOLOGY, BANDA-210001**

  
(S.K. Singh)

Registrar

Banda University of Agriculture & Technology

Banda-210001

## Introduction:

Library is one of the most important parts of university, which facilitates and supports the teaching, research and extension services. The Central Library of Banda University of Agriculture & Technology is named as "Rashtrakavi Maithilisharan Gupt Library". Library rules were first developed and approved by the Hon'ble Vice Chancellor on 18<sup>th</sup> January 2013. These rules were further updated and approved by academic council meeting on 22<sup>nd</sup> February 2014. Library was finally shifted from Multipurpose Hall to ground floor of College of Agriculture in December 2015 until a full-fledged Library building is constructed in the Campus. The library has been divided into two reading halls, one book section, one circulation section, one multimedia hall and one office. It is managed and operated by two faculty members (In-charge Librarian & Assistant Librarian) and three supporting staff (Out sourcing).

The University Library has been driven by ethos of continuous improvement to meet the challenges of information explosion and the paradigm shift that the libraries have gone through globally in providing access to information/ e- resources. The entire collection of the library is accessible every time of the year through OPAC. Besides, the library is a member of collaborative digital repository called Krishikosh, provides access to e-books and theses submitted by the university students. Students can avail assistance in preparing research papers, plagiarism check etc. The library has inviting ambiance and spaces for group study, quiet reading and solo study.

The Library uses KOHA ILMs (Integrated library management software) which was fully automated in 2021. The circulation module of the software covers all the operations of the circulations right from creating member records to printing of reminders for outstanding books. The key features of the module are single screen issue, return and renewal with total details of members, membership records with photo and statistical reports on membership.

A new section known as JRF Cell has also been established with an initiative to promote students to face competitive exams conducted by various governmental and other agencies. Various important reading materials available in JRF cell help students in preparing for JRF/SRF, NET, UPGATE and other competitive examinations.

## Mission:

The mission is to provide updated information required to the students and staff of all colleges to achieve their highest academic, research and extension potential. Also to support teaching faculty, researchers and administrative staff to participate in interactive information that complements education, reflective thinking and development of thoughts uses contemporary knowledge in the relevant field.

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### **Vision:**

Library provides the correct information to the right users at the right time and in the right given format. The vision of the Library is to support the University and its stakeholders by providing seamless access to the broadest possible spectrum of information resources such as digital, online database, print and non-print materials relevant to the academic communities curricular, informational, and innovative research needs.

### **Purpose of Policy:**

1. Policies provide the framework for library operations and services.
2. Development policies can help to ensure high-quality library services, wise use of library resources and fair treatment of library staff and library users.
3. Provide curriculum books and promote educational, research, cultural, and information requirements of students, teachers, researchers, and general users.
4. Provide direction, including requirements, standards, and boundaries for the conduct, as well as the consistent implementation of daily library operations for users and staff.

### **Library Services for users:**

#### **The Library offers the following facilities to the students and staff:**

- Photocopying facility is available in the library on payment basis for students. The photo copy charges are fixed time to time by the committee appointed by competent authority.
- Overnight issuance of Reference Books.
- E-learning with the help of 11 computers.
- Journals facility through CeRA and other database.
- Reading halls and rooms with air condition facility.
- Free Wi-Fi facility for library users.
- Newspapers, Employment Newspaper and Magazines related to Agriculture and Competitive examination for library users.
- Thesis search through Krishikosh.
- OPAC to search library collections.

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## Rules for Library:

With the purchase of several required text books, reference books, journals, literature etc., the library rules were required to regulate the use of library facility. These rules are intended to regulate the use of University Library resources and will be reviewed time to time to meet the changing needs.

### 1. Library Hours (Working Days)

Sr. No.	Section/Service	Timings
1.	Reading Hall	09:30 am to 08:00 pm
2.	Book Section	09:30 am to 05:30 pm
3.	Multimedia Section/ ARIS Cell	09:30 am to 05:30 pm
4.	JRF Section	09:30 am to 08:00 pm
5.	Photocopy & Print Service	02:00 pm to 05:00 pm
6.	Reading Hall	09:30 am to 01:30 pm (Second Saturday & Sunday)

**NOTE:** Timings are subjected to change time to time in accordance with the orders of the University Librarian.

### 2. Membership and Library Use

- 2.1 Teachers, Students, Research Scientists, Extension Workers, Office and other staff members of University can become members of Library by submitting duly filled a prescribed application form through proper channel and agreeing to abide by rules and regulations of Library of Banda University of Agriculture and Technology, Banda. Library membership will be renewed annually with the commencement of Academic Session.
- 2.2 Pensioners of the University and Wards of the University employees may also use the Library resources with permission of appropriate authority on payment of refundable Security Fee.
- 2.3 Other persons such as Guest and Contractual Teachers of the University and special members on the recommendations of the officers of the University/Heads of Departments, subject to the approval of the University

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Librarian/Vice- Chancellor may also use the Library resources on deposit of security money.

- 2.4 Library membership card issued to members is strictly non-transferable and is to be renewed every year. A lost Library membership card if found should be immediately deposited in the Library. Failure to comply or its misuse can lead to cancellation of membership, if a duplicate Card has been issued.
- 2.5 Sign in "Visitors' Register" before entering the library. Your signature is the evidence of your prestigious visit to the Library; it is a token of your respect to the Library and study materials, and helps in preparing user statistics.

### 3. Access to Books

The readers have free access to books and periodicals which are on the open shelves. Text books, rare books, thesis and dissertations can be consulted only in the assigned area as per directions of the Librarian.

### 4. Library Services

Members are free to seek the assistance of Library staff in selecting reading material, checking of references, searching of misplaced reading materials, compilations of bibliographies, procurement of documents, etc. Members are free to recommend new books or Journals for the library and to suggest improvement in Library services. Suggestions and recommendations, duly signed can be put in the suggestion box placed on the circulation counter.

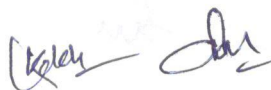
### 5. Admission to the Library

Before entering the Library, the Library User should sign a register kept at the Library gate and leave his/her personal belongings such as printed material, radio, tape recorder, bags, handbags, rain coat, umbrella, etc. with the attendant at the entrance of Library and keep their mobile phones in silent mode in the Library.

### 6. Issuing and Return of Library Documents/Books

Normal issue/return of Library reading material is suspended one hour before closing except over night issue. The books borrowed for overnight must be returned within an hour of the opening of the Library on the next day. Reading material can be temporarily loaned to the departments if they are needed for consultation by the members of the departments.

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The Librarian can recall any Library reading material at any time if necessity arises. A valid member of the Library may borrow books for a limited period specified by the committee time to time. The number of books issued to under graduate and post graduate students, faculty members and non teaching staff, research fellows and special members will be decided and modified time to time by the committee. If the due date for return of the book falls on holiday the next working day will be considered as due date to deposit the borrowed book(s).

- NOTE:-**
1. Books will be issued subject to their availability in the Library.
  2. Few books will be reserved for use in the Library premises.
  3. Duration of issuing books could vary depending upon the availability of books and requirements of other teachers.

## 7. Overdue Charges

**The following overdue charges are recovered for library material retained longer than period of loan from all borrowers:**

**NOTE:-** Fine can be reduced or remitted on reasonable grounds by the university Librarian or any official authorized by him or on his behalf.

### 7.1 Loss of Library Membership Card

Loss or misplacement of membership card should be reported immediately to Circulation Desk/ Librarian of the University Library. However, the Library Member shall be still responsible for the books issued on his/her Library Membership Card. Duplicate Library Membership Card will be issued on payment basis on the recommendation of the Controlling Officer after one month from the date of report of loss to the issuing authority. Then the old/lost card will stand cancelled. The charges of duplicate membership card will be decided by committee appointed by competent authority.

### 7.2 Books

**7.2.1 General Books:** The Library Member, who has lost a book/document, should have to replace each lost book/document by a new copy of same or latest edition. Replacement should be completed within a month from the due date of deposition of the book in the Library. If the misplaced book is traced, it should be immediately deposited along with fine as per rules. The fine, however, may be remitted or reduced if the Librarian feels that the loss of book was due to reasons beyond control of the borrower.

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**In case the lost book is out of print, the charges will be as under:**

- (i) Current price of the book plus processing charges decided by committee time to time.
- (ii) If current price of the book is not available; then the original price of book plus 10% increase in price per year from the date of its procurement subject to the maximum of double of its original price.
- (iii) In case the lost book is received free of cost and price is not given in any of the catalogue available in the Library, Hon'ble Vice-Chancellor is authorized to fix reasonable price on the recommendation of Librarian.

**7.2.2 Text Books, Rare and Reference Books:** Charges will be more than the current price and decided by committee time to time. The cost of the complete set may have to be paid for the loss of a single volume if it is not available separately.

**7.2.3 Periodicals**

**7.2.3.1 Single issue of Periodicals:** Replacement within three months or the cost of the volume if its issue is not available.

**7.2.3.2 Bound Volume of a Periodical:** Replacement of the volume or four times the cost of the volume.

**7.3 Loss of Property Counter Token**

Charges will be paid by users as per library rules, if they have lost token of property counter.

**8. Photocopying Service**

Photocopy machine available in the library on payment basis.

**9. General Rules of Library**

- 9.1 Library users are not allowed to take along them the personal books, printed reading material etc. inside the Library premises/Reading Hall. Similarly other personal belongings such Radio, Tape recorder, Bags, Hand bags, Rain coat and Umbrella etc. are strictly prohibited inside the Library and these should be deposited at proper counter. They are advised not to leave cell phones, purse, money, credit card and other valuables in the hand bag outside the Library as University will not be responsible for their loss.

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- 9.2 All members are required to bring their Library Membership Card and produce it whenever asked for identification.
- 9.3 Borrowing and returning of the books, payment of fine or charges, application for membership cards etc. must be done through Circulation Desk between 10 am to 05:00 pm on working days.
- 9.4 Library Membership may be withdrawn/ cancelled, if a member is found taking books out of Library without proper authorization, disfiguring and mutilating books in any way.
- 9.5 Books shall be recalled and their issuing will be suspended during the period of stock checking/verification.
- 9.6 No reading material should be issued to a borrower if he/she is drawing books for outsiders.
- 9.7 Any kind of edibles is not allowed inside the Library. Smoking/chewing of tobacco and other kind of intoxicants is strictly prohibited inside the Library premises.
- 9.8 Use of phone of any kind or playing music inside the Library is prohibited. Mobile phones should be switched off or kept in silent mode in the Library.
- 9.9 Any change of address and designation, phone/ mobile no. etc. of Library member should be reported immediately to Library In charge.
- 9.10 Any change of address and designation, phone/mobile No., etc. of Library Member should be reported immediately to Librarian.
- 9.11 Library users should maintain strict pin drop silence inside the Library premises.
- 9.12 The Library users must make sincere efforts to keep the Library clean. Chairs and tables and other Library materials, fittings, furniture etc. should not be marked, defaced or disarranged.
- 9.13 Absence/leave from the University will not be considered as an excuse for the delay in the return of the books.
- 9.14 Under special circumstances, the Library In charge may refuse to issue the books, and recall the books already issued to any member without assigning any reason thereof.
- 9.15 The new books, periodicals, received in the Library will be displayed for a week/fortnight only or till there is space vacant at the 'New Periodicals Desk'. As soon as new/current periodicals are received, old periodicals will be removed and placed in other racks meant for the purpose.
- 9.16 Members are welcome to recommend new books or journals or other documents for the Library and to suggest improvement in Library services. Suggestions and recommendations, duly signed may be submitted to Library In charge.
- 9.17 Reference books, news papers, magazines and journals should not be taken out of the Library.
- 9.18 The Library may accept donation of manuscripts, books, periodicals etc. from the donors. Such donations once accepted will become the sole property of the University. In lieu of donation, the acknowledgement will be made to the donors.

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- 9.19 On transfer, retirement or while leaving the University job, the Library Member must return all the Library books borrowed by him/her and clear all Library dues to obtain 'No Dues Certificate' from Library In charge.
- 9.20 He/She must produce his/her identity card at the security counter and has to enter the name in the register.
- 9.21 Library card have to be returned at the time of No dues.
- 9.22 Reserve books will be issued for overnight only.
- 9.23 Books shall not be reissued to the same borrower if some other user requested for the same book.
- 9.24 Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for damage of the book.
- 9.25 Visitors found talking loudly, shouting or quarreling with other visitors or staff or indulging in eve teasing or any other act of indiscipline shall be liable to punishment as per university rules.
- 9.26 Damage to Library property may lead to withdrawal of library facilities and disciplinary action will be taken.
- 9.27 Any member who is found guilty of taking book out of the library without authorization shall be liable for punishment by librarian.
- 9.28 University Librarian is competent to impose any or more of the following penalties, if any student is found guilty of any act of indiscipline like-warning, fine, temporary or permanent withdrawal from library facilities and banning entry to the library.

## 10. Use of computers:

- I. Computer in the library premises should be used for academic purposes only.
- II. Online chatting/ playing games/ browsing of social networking sites are strictly prohibited.
- III. Changing the settings and display of the computers kept in the Library is not permitted.
- IV. Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- V. Personal keyboard, mouse, etc. are not allowed inside the Library.
- VI. Students must take care of their Pen drives, CD/DVD, mobiles and wallets etc.

## 11. Library Advisory Committee (LAC):

### Aims and Objectives:

- To strengthen the efforts of the librarian in planning library activities and policies.
- To take the feedback from the departments and plan for improvement and enrichment of the library.

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**Functions:**

**The library committee will ensure that proper care is taken with regard to the following.**

- i)** Vice-Chancellor will constitute Library Advisory Committee (LAC). The members of the LAC shall support Librarian/OIC library to create facility in the Library and Librarian will be Member Secretary of the LAC.
- ii)** The Member Secretary shall issue the notice for convening the meeting along with a copy of the agenda to each member before the committee meeting after obtaining the approval of the Chairman LAC.
- iii)** Minutes of meetings shall be recorded by the Member Secretary and circulated to all the members for consideration and approval after obtaining the consent of the Chairman LAC/Hon'ble Vice-Chancellor.
- iv)** LAC shall consider policy matters related to university library including the policy for procurement of books, journals, e-resources, and render advice to the Librarian for library procurements.
- v)** The committee shall consider and put forward the views of faculty members, students and research scholars to look after the library related matters such as planning, policies, execution of budget etc.

  
Dr. Vaishali Gangwar  
Member, Library Policy

  
Dr. H.S. Negi  
Asst. Librarian & Member Secretary  
Library Policy

  
Dr. Kamaluddin  
Librarian & Chairman, Library Policy

  
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