

# LIBRARY RULES

## LAKSHMINATH BEZBARUA CENTRAL LIBRARY : DIBRUGARH UNIVERSITY

*( Approved in the Academic Council held on 23.02.1999 under Item No. (5) and Resolution No. (27) and Executive Council Meeting ( 237<sup>th</sup> ) held on 24<sup>th</sup> May, 1999 under Item No. 11 and Resolution No.17.)*



**DIBRUGARH UNIVERSITY**  
**DIBRUGARH – 786 004**

## LIBRARY RULES

Lakshminath Bezbaroa Central Library :: Dibrugarh University

( Updated by the Library Committee in its meetings held on 25.11.98 & 27.11.98 )

Approved in the Academic Council held on 23.02.1999 under Item No.(5) and Resolution No.(27) and Executive Council Meeting ( 23<sup>rd</sup> ) held on 24<sup>th</sup> May, 1999 under Item No.11 and Resolution No.17.

The Library Hours shall be from 9 AM to 7 PM on University working days

### Membership :

Membership shall be open to the following :

1. Teachers of the University in permanent cadre.
2. Registered Ph. D. and M. Phil students of the University.
3. Students of the various faculties in the University.
4. Officers and employees in permanent cadre of the University.

All categories of students are to apply for membership in prescribed form obtainable from the Library with due recommendations from the respective Heads of the Department.

All other members are to fill up a form to be supplied by the Library.

### Associate Membership :

There shall be associate membership available to the following :

1. Former teachers, officers and employees of the University residing in Dibrugarh;
2. Teachers of D.U. affiliated colleges of Dibrugarh Town.

Persons seeking associate membership may apply on prescribed forms and pay necessary fee and caution deposits.

### Reading Facilities :

Reading facilities in the Library shall be available also to persons other than the members and associate members, with due prior approval of the Librarian.

### Lending Facilities :

Lending facilities in the Library shall be as follows :

1. For teachers working in the University :  
20 books for one month with provision of renewal.
2. Registered Ph. D. & M. Phil students of the University :  
10 books for Ph. D. ; 5 books for M. Phil for one month
3. Students belonging to different faculties of the University :  
4 books for 14 days.
4. Officers & employees in the permanent cadres of the University :

5 books for Officers for one month ; 2 books for employees for 14 days.

5. Departmental Libraries :

Maximum of 150 books which are considered absolutely necessary for teaching and research in the Department, against Departmental Pass Book.

6. Visiting Professors and Resource Persons :

Books required for this purpose shall be issued to the Head of the Department concerned only against Departmental Pass Book.

7. Associate Members :

2 books at a time for a period of 30 days.

### Library Fee and Caution Deposits :

#### A. Refundable Caution Deposits

1. For student members	Rs. 200.00
2. For Registered Ph.D. students	Rs. 500.00
3. For Registered M. Phil students	Rs. 300.00
4. For Associate members	Rs.1000.00

#### B. Non Refundable Fees

1. Library Card for all categories of students	Rs. 10.00
2. Library fee for all categories of students (Yearly)	Rs. 100.00
3. Membership fee for outsiders seeking reading facilities (Yearly)	Rs. 50.00

### General Rules of the Library

1. Before entering the library, books (not belonging to the Library), all sorts of bags, umbrellas, packets etc. are to be deposited in the property counter against a token to be issued for the purpose.
2. A member will have to show the Membership Card/Identity Card/Gate Pass at the entrance whenever he/she wants to enter the Library.
3. Before entering the Library the Gate Register is to be signed legibly. In case of loss of property tokens a charge of Rs. 5.00 shall be made.
4. Books treated as 'Reference' are not issued on loan. Current issues of periodicals will not be issued. Bound Volumes of journals may be issued with permission from the Librarian.
5. Books on loan with members can be recalled by the Librarian at any time.

6. Borrowers must satisfy themselves about the physical condition of the book before borrowing, otherwise they will be held responsible for any damage or mutilation noticed at the time of returning.
7. An overdue charge of Re 1. for a Text Book and 50 Paise for a general book per day shall be levied on a member other than teachers and officers, if a book is kept beyond the period of loan. The period of loan can be extended by the Librarian, on individual cases. The overdue fines may be reduced or waived by the Librarian on very special cases only.
8. If a borrower fails to return a book borrowed by him/her or if the book is found to be damaged or mutilated he/she will be required to either (a) replace the book with a new copy or (b) pay Ten times on the publisher's price of the book.
9. The members will get at the time of membership as many 'Reader's Ticket' as the number of books they are eligible to borrow.
10. While borrowing book/s, a student member must produce his/her identity Card & Reader's Ticket/s at the Issue Counter.
11. The Membership Card and the Reader's Ticket are not transferable.
12. Overwriting on the Reader's Ticket or Membership Card is not permissible.
13. In no case the expiry date of student Reader's Ticket shall be extended.
14. If a Reader's Ticket or the Membership Card gets lost or mutilated because of use or otherwise, it should be reported to the Librarian immediately. A duplicate Reader's Ticket/Membership Card will on prayer be issued on payment of Rs. 10.00 . The member, however, will continue to be responsible for any loss which the Library may suffer through the loss or misuse of the Ticket or Card.
15. Students are to return books within two week time immediately after their final examination is over, failing which they will be declared library defaulter.
16. Students of science classes are to return books within three days after their practical examination is over, failing which they will be declared library defaulter.
17. M. Phil students are to return books immediately after their theory examination. They may retain books, with special permission from the Librarian, for another six months for preparing their dissertation. After this stipulated period overdue charge will be levied upon them.

The M. Phil students are to take Library Clearance Certificate and submit it to the Head of the Deptt./Guide before submission of their dissertations.

18. Ph. D. students are to take Library Clearance Certificate and produce it to the Head of Deptt./Guide before submission of their theses.
19. Teachers, officers and employees of the University shall have to take Library Clearance Certificate before they take release from this University to join other institution or get retired from this University.
20. Departmental libraries are to borrow books against the Pass-Book issued against each of Department. At the time of change of Headship of the department, the outgoing Head will hand over the Departmental Library Pass-Book with details of books to the next Head of Department.

**Library Clearance :**

To obtain the Library Clearance certificate, one is to deposit Reader's Tickets/Membership Card, Pass-Book to the Issue Counter. The Issue Counter in return will issue a prescribed form to be duly filled up by the depositor with details of membership, on the basis of which Library Clearance certificate shall be issued by the Librarian.

**Rules for Xeroxing :**

1. Non-academic papers are not entertained.
2. Full description of the document to be Xeroxed must be given in the prescribed application form obtainable in the Xerox room.
3. Payment for Xeroxing must be made in advance against formal money receipt.
4. Charges for Xeroxing are as follows.
  - a) Re. 1.00 per page
  - b) Rs. 1.50 both sides of a page

For the smooth and efficient management of the library the Librarian/Library Committee is authorized to formulate any such rule that may be deemed necessary from time to time.

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## Functions, Powers and Duties of the Library Committee

### Dibrugarh University

(Prepared by the Library Committee in its meetings held on 25.11.98 & 27.11.98)  
(Prepared by the Library Committee in its meetings held on 25.11.98 & 27.11.98)

#### A. The Functions of the Library Committee shall be :

1. The Library Committee shall function as an advisory body.
2. The Library Committee shall scrutinize and recommend the Annual Budget of the Library prepared by the Librarian.
3. The Library Committee shall make recommendations to the Vice-Chancellor for additional staff, space, funds etc. required for the improvement of the Library.
4. The recommendations of the Library Committee, having financial and major administrative implications, shall be submitted to the Vice-Chancellor for his approval.
5. The Librarian shall take appropriate steps to implement all the recommendations of the Library Committee. The Librarian shall, however, exercise his own powers to ensure smooth and efficient running of the Library.

#### B. The Powers of the Library Committee shall be :

1. To decide on matters relating to training of the Library staff.
2. To consider and approve all purchases for the Library from the General Fund of the University.
3. To consider and approve all purchases for the Library from the Departmental Allocations.
4. To scrutinize all activities of the Library from time to time.

#### C. The Duties of the Library Committee shall be :

1. To frame rules and regulations for the Library, whenever necessary, for the smooth functioning and use of the Library.
2. To make suggestions to the Librarian for speedy procurement of books, journals, etc. and their proper arrangement and maintenance in the Library.
3. To frame the broad policies regarding
  - i) Transfer of books and journals from the Central Library to the Departmental Libraries;

ii) Issue of books and journals to individual users;

iii) Utilisation of all other Library facilities.

4. To suggest steps for overall development of the Library including Utilisation of the available funds.
  5. To take up cases of indiscipline and misuse, theft, losses etc. in relation to the properties of the Library placed before it by the Librarian.
  6. To meet once in every two months.
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LNB LIBRARY : DIBRUGARH UNIVERSITY

No. D.U/Lib/G/16/54

Date : 27.05.2003

NOTIFICATION

All members of the LNB Library are hereby informed that the Rule 7 and the Rule 8 under the General Rules of the Library have been amended in the 57<sup>th</sup> Library Committee (Emergent) meeting held on 30.04.2003.

1. Rule 7 as amended, reads as follows :

An overdue charge of Re. 1.00 only for a Text Book and Re.0.50 for a general book per day shall be levied on a member other than teachers, officers and employees, if a book is kept beyond the period of loan. An overdue charge of Re.1.00 only per book per day shall be levied on teachers, officers and employees, if a book is kept by them without renewal beyond the period of loan. The Librarian shall have the right to renew the book/s to a borrower other than a teacher, officer or employee for another admissible period if it is presented for renewal on or before the due date.

2. Rule 8, as amended, reads as follows :

In the event of a borrower giving a declaration on plain paper that he/she has lost the book/s and cannot therefore return it/these to the Library, or if the book/s is/are in the judgement of the Librarian, irreparably damaged/mutilated, he/she shall be required to :

- i) replace the book/s with a new copy/copies within a month of his declaration;
- ii) pay a penalty of ten times the original price of the book/s lost, within a month of the notice issued to him/her, if in the judgement of the Librarian it/these is/are not available in the market and thus ordinarily irreplaceable.

In order to give effect to the amended rules with effect from June 18, 2003, the following measures shall be in force with immediate effect :

3. What the Library Rules refer to as "teacher, officers and employees in permanent cadre" under section entitled "Membership" shall be required for once to return all the books borrowed by them till now by June 18, 2003 and have the required books renewed. By this, the Library will ascertain whether any book borrowed by them has been lost so as to take appropriate measures in accordance with the amendments as stated.

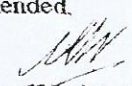
4. With effect from June 18, 2003, 20 books shall be lent to all teachers for "a period of three months with provision of renewal" instead of "one month with provision of renewal" as provided for in the existing Library Rules.

5. All teachers with effect from 18.06.03 shall be required to return the books borrowed by them on the due date for it. The teachers shall however be able to have these books renewed on or before the due date of return for a period of 3 more months, if so necessary for them.

6. If a teacher, an officer or an employee fails to return a book borrowed by him/her on the due date for return or renew the book as stated in (5) above, he/she shall be liable to pay an overdue charge of Re.1.00 only per book per day. There shall be no waiver for the overdue charge upon any consideration whatsoever. This shall take effect from 18.06.03.

7. Members of the Library interested in getting a copy of the Library Rules may contact the Office of the Library.

All concerned are requested to take note of the Library Rules as amended.

  
( Sudhir Nath )  
Dy. Librarian & i/c.

Contd... 2