



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY AMARKANTAK (M.P.)

LIBRARY MANUAL

A. Rules and Regulations:

1. These rules and regulations shall be called “Indira Gandhi National Tribal University Library Rules and Regulations” and shall be referred to “Library Rules”.
2. Library Rules shall come into force with effect from the academic year 2015-16.

B. Definitions:

1. “Library Committee” means a committee constituted under the Chairmanship of the Vice Chancellor to lay-down a policy for the University Library.
2. “Library document” means any reading material registered in the library. It included books, periodicals, serials, microfilms, reprints, reports, monographs, theses, CDs, DVDs, bulletins, atlases, etc.
3. “Academic staff” means the staff of the Indira Gandhi National Tribal University engaged in teaching, research and library services up to the rank of Assistant Professor/Assistant Librarian or equivalent.
4. “Non-teaching staff” means the staff other than academic staff as specified above.
5. “Reference books” means books maintained in the library which are not normally loaned – like Dictionaries, Encyclopaedias, Bibliographies, Year books, etc.
6. “Open access” means facility of free access to library documents on open shelves.

C. Library Committee :

The management of the University Library shall be vested in a Library committee, consisting of:

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| 1. The Vice Chancellor | - | Chairman |
| 2. The Registrar | - | Member |
| 3. The Finance Officer | - | Member |
| 4. All Deans | - | Member |
| 5. The Librarian | - | Member Secretary |

Library Committee may co-opt such Heads of Departments as may be necessary from time to time.

Five members shall form a quorum for the meeting of the Committee.

D. Powers and Functions of the Library Committee:

The Library Committee shall have the following powers and functions:

1. To look after the proper management and use of the library including services to be rendered to the users.
2. To prepare annual budget of the Library and such other supplementary and revised budget as may be necessary from time to time.
3. To look after proper furnishing of the Library.
4. To review the functioning of the Library on annual basis.
5. To allocate funds to different Departments.
6. To appoint a Book Purchase Committee on annual basis of which the Librarian shall be the Ex-Officio Chairman and four teaching staff (two Professors, one Associate Professor and one Assistant Professor) shall be the members.
7. To add, amend or delete any rules prescribed for the use of the Library services by the users.
8. To take such measures for proper functioning of the Library, as it may deem fit.

Library Committee shall meet normally twice in an academic year (preferably August & February). The Secretary shall issue Agenda of the Library Committee at least one week before the date of the ordinary meeting. In special meetings the period of notice will be 24 hours.

E. Library Hours:

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| (a) | Office, Acquisition Section, Technical Section, Circulation Section, Stack and Basement area. | 9:30 a.m. – 6:00 p.m. on all working days. |
| (b) | Text Book Section, Computer Section, Magazine and Periodical Section, News Paper area and Reading Hall on the Ground Floor. | 24 × 7 (except national holidays) |
| (c) | The Library will remain closed on the national holidays, such as: | |
| | (i) Republic Day | 26 th January |
| | (ii) Holi | - |
| | (iii) Independence Day | 15 th August |
| | (iv) Vijay Dashami | - |
| | (v) Deepawali | - |
| | (vi) Gandhi Jayanti | 2 nd October |

F. Library Membership :

1. Teaching and other academic staff
2. Non- teaching staff
3. Research students
4. Post-Graduate students
5. Under-Graduate students

Library membership may also be made available to “Contractual staff”, both teaching and non-teaching, at the discretion of the Vice Chancellor.

All the Persons of above mentioned categories have to apply for membership in the prescribed proforma.

G. Library Admission:

Library admission shall be granted to the members of the library provided that:

1. Every member shall sign the gate register in token of his/her acceptance to adhere to the rules of the library.
2. Each student shall be required to produce the Identity Card on demand.
3. The member should not be under the influence of intoxicants.
4. The member shall not carry any belongings (bags, personal books or any printed material, baskets, umbrellas etc.) except money purse & notebooks and the same shall be kept at the property counter near the main gate of the library. On no account the library staff could be held responsible for the loss/ damage to the property of the member.

H. Borrowing Facility:

a) Every member of the Library is allowed to borrow books as per the entitlement shown below:

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| 1. Professor | - | 20 |
| 2. Associate Professor | - | 15 |
| 3. Assistant Professor | - | 10 |
| 4. Group 'A' Officers | - | 10 |
| 5. Group 'B' Officers & Research Scholars | - | 06 |
| 6. Group 'C' Staff & P.G. Students | - | 04 |
| 7. Group 'D' Staff & U.G. Students | - | 03 |

- b) The loan-period for all the members would be one month.
- c) Business card method of issuing shall be adopted for student category members.
- d) For other members (teaching & non- teaching) Pass-Book method shall be adopted.
- e) Both the methods (Business card and Pass-Book) shall operate until the circulation work is fully automated/ computerized.
- f) Staff member shall not lend his/her Pass-Book to anyone else.
- g) If a member loses Pass-Book he/she can apply to the Librarian for duplicate one which will be issued after one week on payment of Rs. 100/-.
- h) Members of the teaching staff shall be allowed to borrow not more than 5 books which should ordinarily relate to subjects other than their own. The Librarian may recall any book after a fortnight if he considers it necessary.
- i) Pass-Books shall be produced by the members of the staff while borrowing or returning books. In case they requisition the books through a messenger a letter of authority for the specific book(s) required, must accompany the Pass-Book.
- j) All books on loan, irrespective of the date of borrowing, must be returned within a fortnight of the Notice for the Annual Stock-taking. Any member retaining books after the 20th May shall be liable to a fine of Re. 1/- per day per volume. Books will be available for re-issue for the Summer Vacation within a week of their return for the Annual Stock-taking.
- k) If any book is not returned a reminder shall be sent to the borrower calling for the return of the book within 3 days. No further books shall be issued to him/her until the overdue one is returned and the matter shall be referred to the Vice Chancellor. He shall take whatever steps he deems necessary.

- l) To terminate his/her membership, a member shall so notify the Librarian and return all the books borrowed by him/her.
- m) Library Pass-Book of teachers and non-teaching staff should not be utilized by the students.
- n) The old students be not given membership of the Library.
- o) Library consultation fee @ Rs. 25/- per day subject to maximum of Rs. 500/- per month be charged for external users. The amount thus collected shall be utilized for providing better library services to the users. A "Revolving Fund" will be created for this purpose.
- p) Certain rare books are to be starred and never allowed to go out of the library except with the special sanction of the Library Committee, and on the condition of the borrower signing a bond for compensating the library 20 times higher than the cost of the books in the event of their being lost or spoiled.
- q) Electronic documents such as CDs, DVDs etc. are not to be issued.

I. Library Fees/Caution Money for Students:

- 1. Library fee of Rs 100.00 per semester be levied from every student of the University.
- 2. Library Caution Money by students must be made compulsory and be collected with the University fees.

J. Overdue Charges/Fine:

In case books are retained by any member beyond the due date of return, the borrower be charged a retention fee of Re. 1/- per day per volume. The fine collected for the late return of books will be utilized for replacing books missing and for purchasing more text-books for issuing.

K. Mutilation/Loss of Books:

- 1. In such cases, where the mutilation is not conclusively proved, the book shall be replaced by the borrower at his/her cost, without the penalty being imposed.
- 2. In case of loss of book(s) the borrower will be requested to replace the book(s) of the same edition or later editions within a fortnight.
- 3. If the borrower is unable to replace the book(s) due to non-availability/out of print, then the borrower is liable to pay the cost of the book + penalty @Re. 1/- per page + overdue charge, if any + incidental charges.
- 4. In the case of foreign prices, the current Bank conversion rates in Rupees be charged.

L. Writing Off of Books:

- 1. All such books which are mutilated/spoiled due to natural calamities such as flood, earthquake, fire etc. be written off.
- 2. Five books per 1000 books in circulation per annum which are reported 'missing' be written off as per Govt. of India rules.
- 3. All such lost books for which the money has been recovered be written off.
- 4. In exceptional cases 3 books per annum depending on merit, at the discretion of the Vice-Chancellor, be written off.

M. Other Facilities:

1. Internet: Members shall have free browsing facility in the Computer Section of the Library. Members are not permitted to browse social sites such as face book, twitter, etc. If any member is found guilty he/she be debarred from the Library/ University.
2. Photocopying: Members shall have photocopying facility on payment basis. Full book cannot be photocopied as it violates 'Copyright Act'.

N. Office of the Librarian:

There shall be an "Office of the Librarian" like other Statutory Officers of the University consisting of the following ministerial staff:

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| 1. Section Officer | - | 1 |
| 2. Personal Assistant | - | 1 |
| 3. Upper Division Clerk | - | 2 |
| 4. Lower Division Clerk | - | 2 |

O. Technical Processing of Books:

Technical processing of books like classification, cataloguing etc. will be done by the technical staff of the Library. For classification "Colon Classification" scheme and for cataloguing AACR-2 be adopted.