

## **SRM UNIVERSITY LIBRARY RULES AND REGULATIONS**

With a view to enhance the access and usability of the library. The rules and regulations concerning the use of the library. The online version rules and regulations are given below. Please follow the corresponding sub-headings to know the details.

- **GENERAL ELIGIBILITY**
- **LIBRARY SERVICES AND FACILITIES**
- **MEMBERSHIP AND THE ASSOCIATED CONDITIONS**
- **BORROWING FACILITY**
- **THE USE OF TEXT BOOK COLLECTION**
- **INTER-LIBRARY LOANS**
- **ACCESS FACILITIES**
- **FACILITIES FOR RESEARCH SCHOLARS AND THE ATTENDANT CONDITIONS**
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## **GENERAL ELIGIBILITY**

### **The SRM Library resources are available to:**

- (i)** Those students who are enrolled in different courses undertaken by different University Faculties and Departments.
- (ii)** Those who are members of the Faculty or Non-Teaching staff of the SRM University.
- (iii)** 'The whole community of the learned' i.e. others, who desire to access the University Libraries in order to undertake academic work which they cannot easily do elsewhere.
- (iv)** Masters' level and Research level students from other universities, whose access will usually be restricted. They will be allowed only with the permission of the University Librarian
- (v)** Those without direct connection with the University, on a written recommendation by the university Librarian based on good personal knowledge and confirming their need and suitability for admission.

## **LIBRARY SERVICES AND FACILITIES**

In general, libraries under the SRM Library shall endeavour to offer following facilities and services;

- (i) Library Membership Facility;
- (ii) Document Borrowing Facility;
- (iii) Text book Service;
- (iv) Reference, Referral and Information Service, and E-referencing;
- (v) Reservation of books;
- (vi) Inter-Library Loan Service;
- (vii) Facility to browse reading materials in open access environment;
- (viii) Use of special collections wherever they are available;
- (ix) Use of Theses and Dissertation as per the conditions;
- (x) Facility to research scholars;
- (xi) Assistance in the use of Electronic Resources;
- (xii) Information Literacy and Competency Programmes for the benefit of students and teachers of the University;
- (xiii) Bibliographical Services wherever they are available;
- (xiv) Article Alert Service wherever they are available;
- (xv) Photocopying Service by adhering to the Copyright Provisions.

**Library Membership is available to following categories of users**

- (i) Members of the permanent teaching staff of the University on the production of appointment letter issued by the University;
- (ii) Members of the teaching staff who are appointed on Ad hoc/ Temporary/ Leave vacancies on the production of appointment letter issued by the University.
- (iii) Ph. D. Students on the rolls of the University, on the recommendation of the Chairman, Board of Research Studies: on payment of Rs.1000/- as refundable library security deposit and payment towards the annual University Library Development Fund as applicable from time to time to be deposited with the University at the time of registration as research scholar;
- (iv) Master's level students registered in the University Departments/Faculties on recommendation of the Head of the Department/Board etc.
- (v) Ex-students of Master's course of the University with the recommendation of the Controller of Examinations and University Librarian: on payment of Rs. 2500/- as refundable library security deposit and payment towards annual University Library Development Fund as applicable from time to time to be deposited with the University. The period of annual subscription towards University Library Development Fund will be counted from the date he/she is enrolled. The renewal of membership will be done annually subject to the payment of University Library Development Fund;
- (vi) Students of Bachelor level who are enrolled in the Faculties/ Departments of the University.
- (vii) Non-teaching staff serving as permanent staff of the University on production of the appointment letter issued by the University.
- (viii) Outsiders other than retired teaching and non-teaching staff of the SRM University, engaged in research or higher studies with special permission of the University Librarian on payment of Rs. 500/- as monthly subscription or Rs.1500 /- as Quarterly subscription;

## **HOW TO BECOME MEMBER**

The teachers, Ph. D. scholars, Master's level students, undergraduate students and other categories of users, who are admitted through various Faculties / Departments of the University, will be given the membership.

The application form for the library membership can be obtained from the Central Library.

The application form duly recommended by the Principal/ Head of the Department, along with prescribed fee as the case may be, should be submitted to Central Library of the SRM University as per the entitlement for further processing.

Other categories of members, which include retired teachers, non-teaching staff, outsiders etc., are required to approach Central Library for registration.

Members should keep the library informed of any change of address, change of Department, class or subject of study during the period of their membership.

## **VALIDITY AND RENEWAL OF MEMBERSHIP**

Membership will be valid for one academic session and must be renewed as per specified schedule time:

1. Membership of Master's level and undergraduate students will be valid from the beginning of each academic session;
2. Membership of Ph. D and students under other categories, will be valid for one academic session ( July to June mode) and thereafter should renew their membership;
3. Membership of Teachers of the University is valid for one academic session and thereafter should renew their membership;
4. Membership of Non-teaching staff is valid for one academic session and thereafter should renew their membership;
5. Membership of Special category is valid till the expiry of the term, which has been specified while issuing the consultation facility.

**Note:** Renewal of membership to students and research scholars will be done on the basis of production of fee receipt indicating the annual deposits.

## **OBTAINING CLEARANCE CERTIFICATE**

### **OBTAINING CLEARANCE CERTIFICATE WITH NO DUES IS MANDATORY TO ALL THE BONAFIDE MEMBERS OF THE UNIVERSITY**

- The library books/ tickets/ membership cards are the property of the University Central library and are to be returned.
- It will be mandatory for each and every bonafide member of the Library to obtain **No Dues from the Central Library after obtaining the clearance from respective department libraries.**
- All formalities to obtain clearance certificate are to be completed by the member before taking the university examination or submitting the theses/ dissertations or leaving the university as the case may be.
- A research student is required to submit a clearance certificate of the library to the Board of Research Studies before the research work is accepted for examination.
- No Department/ Administrative machinery of the University shall issue a discharge certificate to any of its student/teacher/non-teaching staff who is a member of the library without obtaining a “Library No Dues Clearance Certificate” from the Central Library.
- Clearance Certificates will not be issued to non-members.

## **BORROWING FACILITY**

Following facilities are extended to the bonafide members to borrow the specified number of volumes from the libraries (wherever the borrowing facilities are extended) for the period mentioned against each.

- (i) Members of the Teaching Staff of the University will be issued a membership generated electronically and can borrow ten books for one month (30 days).
- (ii) Ph. D. students enrolled with the University will be issued a membership generated electronically and can borrow six books for one month (30 days).
- (iii) Masters level students registered in the University Departments/ Faculties will be entitled for membership generated electronically and can borrow four books. They can borrow only two text books out of the total number of four books for a period specified by the Central Library.
- (iv) Bachelor level students who are on the rolls of the Faculties/ Departments of the University will be entitled for membership generated electronically and can borrow four books. They can borrow only two text books out of the total number of four books for a period specified by the Central library.
- (v) Outsiders other than retired teachers and non-teaching staff of the University, Only consultation facility.
- (vi) Non-teaching staff of the University will be entitled for membership generated electronically and can borrow four books for a fortnight (15 days).

## CONDITIONS OF LOAN

- Electronically generated membership and the books issued on those memberships, by the respective libraries, are non-transferable extended only to the members to whom they have been given.
- Sub-lending of the books and misuse of the privileges are entirely at the risk of the membership holder and Library/ libraries in no way will be responsible of its misuse.
- Manuscripts, reference books, rare books, thesis, dissertations, periodicals (loose numbers and bound volumes) and such other reading materials as are marked for consultation within the library shall not be issued out for loan except with the special permission of the Librarian.
- Borrowers must satisfy themselves about the physical condition of the books before borrowing; otherwise, they will be held responsible for any damage or mutilation noticed later or at the time of returning.
- Penalties for books lost, damaged, mutilated or defaced by marking shall be fixed by the University Librarian.
- The University Librarian or In-charge of the Library pending the discharge of the liabilities may suspend defaulters from the use of the library.
- Loan of books is not renewable, in case it is in demand by another user.
- The University Librarian or In-charge of the Library can recall books on loan with members at any time.

## **ISSUE SYSTEM AND RESERVATIONS**

- On each occasion when the book is borrowed, the reader must approach the respective library's issue and return counter with their electronically generated membership ID and get the book charged/ issued/ discharged/ return.
- In above case, the reader should also check their online record by using User ID and password to know the status of issue/ return.
- Reservation for books which are not on the library shelves can be made by teachers and research students on prescribed reservation cards available at the reference desk or electronically through e-mail, as the case may be. The library will inform the member as soon as the book is available.

## **THE USE OF TEXT BOOK COLLECTION**

- Text Book collections is available in different libraries on the subjects handled by it.
- Text Book Collection comprises of reading materials covering prescribed readings, recommended reading, allied and relational readings and such other books as may be considered important for placement along with such collection.
- Some copies of Text Books, as may be considered necessary, may be kept for Consultation only and cannot be issued.
- In the case of heavy demand of certain books, the preference will be given to students at the Masters and M.Phil. levels;
- Rules regarding loan period in respect of text books and its usage may vary from library to library ;
- Facility to reserve Text Books is available;
- Overdue charge for keeping the Text Books overtime is Rs.50/- per volume day per.

## **INTER-LIBRARY LOANS**

- a. Inter-Library Loans is a facility which supplements the Library's own stock by obtaining material which is not available in the University Library for Teachers , Research Scholars and Masters level students;
- b. Members of the Library may request the requisite book/s on Inter-Library Loan from other libraries;
- c. Request forms for obtaining books on ILL can be obtained from the Reference Staff at the Central Library. A form must be filled in for each item to be requested, giving all available details about each item;
- d. It is important that before submitting Inter-Library Loan requests, users first search the collection of the Central Library including the e-resources subscribed by the University to see if the reading material is available physically or electronically;
- e. Books borrowed from other libraries are required to be used within the Central Library and in no circumstances will be allowed to be taken out of the library premises;
- f. Lending libraries have the right to impose conditions of loan including loan period and number of renewals permitted, if any. These conditions must be adhered to strictly by borrowers. The Library may impose fine on borrowers with Inter-Library Loan material in their possession beyond the due date. Serious or persistent offenders may be denied access to the Inter-Library Loan service.

## **ACCESS FACILITIES**

- All bonafide members are entitled to access electronic resources through campus network;
- However, bulk copying, systematic downloading or use of such electronic materials for commercial purposes and other such usages which are in violation to IPR rules or other relevant rules and regulations, is strictly prohibited.
- Strict action will be taken, if any breach of law is discovered.
- The members have the privilege of direct access to the shelves in the stack halls and the freedom to browse books during specified hours subject to certain requirements of the concerned library.
- The library books are for the benefit of not only the present but also the future members of the library. Therefore, the books should be handled with every care and consideration.
- It is important that the classified arrangement of books, according to the numbers, is maintained on the shelves for the convenience of the members themselves.

## **FACILITIES FOR RESEARCH SCHOLARS AND THE ATTENDANT CONDITIONS**

These rules and conditions are applicable to those Libraries that provide facility to the research scholars with research carrels and lockers, subject to availability of seats:

- i. Bonafide Ph. D. student shall be entitled to use the research floor on the basis of the Research Floor Membership Card;
- ii. A specified area in the research floor will be available to M. Phil. students;
- iii. Bonafide teachers registered for Ph.D. or engaged in sponsored projects; and visiting research scholars from India and abroad, on production of necessary papers and with the permission of the University Librarian may use the research floor;
- iv. The Library reserves the right to call for any book retained by any scholars;
- v. Dissertations/ Thesis can be consulted only at the designated place in the Library in a specified time period. Photocopying or scanning of printed theses/ dissertation is not permissible;
- vi. Research scholars shall give prior information to the library before proceeding on long periods of absence (more than two months) on vacation/ leave/ field work;
- vii. The members shall inform the library about any change in their contact address or status;
- viii. Tea, beverages and other eatables on the research floor are not permissible in the library;
- ix. Library administration shall not be responsible for the loss of any valuables and personal effects of the users.
- x. Any violation of Rules and Regulations may entail cessation of facilities provided.

## **OVERDUE CHARGES**

- The member is expected to return borrowed books on or before the due date stamped on the date label in the book.
- An overdue charge of Rs. 50/- per day per volume will be levied for the late return of general books.
- Overdue charges for delayed return of text books will be in accordance with the rules specified above under Use of Textbook Collection.

## **LOSS OF BOOKS AND / OR LIBRARY TICKETS**

- Neither books nor membership be lent to another person.
- The member is responsible for the books borrowed on his / her library membership card.
- Loss of library books or membership card must be reported in writing to the University Librarian or In-charge of the Library immediately.
- Borrowers will be asked to pay at the rates fixed by the Library for replacing the book lost or returned in damaged or mutilated condition.

## **LIBRARY HOURS**

- The library shall normally functions for the period fixed by the Competent authority.
- Library hours are subject to change from time to time and all changes in timings will be duly notified on the notice boards of different libraries.
- The library will remain open round the year except on Republic Day, Holi, Independence Day and Gandhi Jayanti on such other days prescribed by the University authority .

## **MAINTENANCE OF DISCIPLINE**

- University Library is a place of individual study and research. It is necessary to maintain silence and dignity inside the library. Members are, therefore, reminded that conversation or consultation among themselves or noisy or demonstrative greetings of friends inside the library is not permissible.
- Library users are expected not to act in any way which disturb the reading or study of other users or which also interferes with the proper functioning of the Library.
- Smoking is not allowed inside the library.
- The users will be required to deposit their personal belongings including personal books at the property counter.
- Librarian reserves the right to check the contents of the items deposited at the property counter.
- The Librarian on written request can permit the use of personal laptop and other electronic gazzett inside the library.
- Use of mobile phone is prohibited, especially in the areas where the users are engaged in study and research.
- Eating and drinking is not allowed in the areas where the users are engaged in study and research.
- Damage to or theft of Library property will be reported to the University's Disciplinary authorities and other law enforcing authorities.
- Notices, publicity materials/ wall writings etc. are not allowed in any part of the Library building.
- The Librarian will not be responsible for any damage or loss to equipment plugged into power points in the library or to data stored there in as a result of power fluctuations or any other cause.
- Library staff working in the Library will not be able to transmit telephone calls or other personal messages to library users.
- Strict silence is required to be maintained in the library

## **AUTHORITY OF THE LIBRARIAN OF CENTRAL LIBRARY**

The Librarian of the University Central Library is vested with all powers to ensure and enforce proper discipline, upkeep and observance of rules and regulations as laid down herein above and other relevant rules and regulations enforced from time to time. He/she may take necessary action to the extent of imposing penalties demanding compensation for lost or damaged items belonging to the library, suspend/ terminate the privileges of the library membership or deal with any issue which is in the interest of the library.