

PARISHIST-11
ANAND AGRICULTURAL UNIVERSITY

RULES FOR UNIVERSITY CENTRAL LIBRARY

DR. M.D. PATEL REGIONAL E-LIBRARY

In the year 2002, Dr. Maganbhai Dahyabhai Patel library till then known as the Central Library affiliated to B.A. College of Agriculture was adopted by ICAR . LIS O & M, New Delhi to be transformed in to Regional Library to be an inextricable part of nation wide consortium. The Library has a rich collection of books, foreign journals, theses / dissertations, reports, CD Rom Database online, bound volumes, rare books and a cybrary equipped with hi-tech work stations. Dr. M.D. Patel Regional e-Library follows DDC system of classification, AACR-II system of cataloguing and e-circulation.

In exercise of the powers conferred under Clause (3) of section 30 clause (i) and (vi), (v), (vi), (viii) of the section 22 of the Gujarat Agricultural Universities Act- 2004.

1. Regulation Short Title:

- 1.1 These regulations may be called “The Rules for the University Central Library”.
- 1.2 They shall be effective from the date of notification.
- 1.3 These rules shall be applied to all students / users / readers of Dr. M.D. Patel Regional e-Library
- 1.4 **DEFINITION-** In these regulations; the following may be defined as:
 - 1.4.1 **BOOKS :** A package carrier of information and knowledge
 - 1.4.2 **READERS / USERS :** A person using the resources of the library, customer of the information and information Institution / A person who utilizes the information resources of library, the services and products of an information system derives benefit from the Library (Users are also known as patrons or clientele)
 - 1.4.3 **STUDENTS :** Students means the person admitted and enrolled in a constituent college / unit of the university for taking the course of study for a degree or other academic Programme.
 - 1.4.4 **DATABASE :** Information stored on computer files and accessible via remote terminal and telecommunication link / An integrated collection of persistent data that serves a number of applications in an enterprise.
 - 1.4.5 **USER CATAGORIES:** Users, on account of their educational background, intellectual level and need for information, may be grouped into definite categories such as scientists, Teacher, students, technologist, technical staff etc.
 - 1.4.6 **INTER LIBRARY LOAN:** The process of supplying the relevant documents on a specific topic to the user from other libraries through sharing material.
 - 1.4.7 **AUTHORITY:** The right to decide, to direct others to take action, or to perform certain duties achieving organization goals.
 - 1.4.8 **CHARGING DESK / COUNTER:** The main counter in the library where books are issued to readers and received back.
 - 1.4.9 **E-CARD:** The electronic bar-coded library issue card through which the library circulation transaction takes place.

- 1.4.10 **GAZETTE:** An official government journal, containing lists of government appointments, promotions etc.
- 1.4.11 **TECHNICAL REPORT:** Report presenting the results of scientific research or technical development.
- 1.4.12 **DOCUMENT :** A generic name for all types of reading materials acquired in a library and includes graphic, printed and processed items.
- 1.4.13 **RARE / OUT OF PRINT BOOKS:** Books that are completely sold out, or books that are no longer printed, and are presently not available in market.
- 1.4.14 **PERIODICAL:** Publication issued in successive parts usually at regular intervals, and intended to be continued indefinitely.
- 1.4.15 **CATALOGUES:** is List of books maps, stamps, sound recording or materials in any other medium that constitute of collection.
- 1.4.16 **BIBLIOGRAPHIES** is list of writing on a given subject or by given author.
- 1.4.17 **ENCYCLOPAEDIA:** A Book often in several volumes, giving information on many subject or on many aspects of one subject, usually arranged alphabetically
- 1.4.18 **CIRCULATION :** All jobs related to the method of borrowing books and returning them after use, and creation and maintenance of relevant records and files.
- 1.4.19 **MEMBER:** Person formally enrolled to utilize the service of the library.
- 1.4.20 **RENEWAL:** Extension of the loan period by recharging the same item to the same borrower.
- 1.4.21 **RESERVES:** Hold procedure, in which material on loan is identified and reserved upon request to another patron.
- 1.4.22 **RECALLS:** Calling issued books back to the library so that they can be issued to other members.
- 1.4.23 **REMINDERS:** Reminding members for overdue books at regular intervals.
- 1.4.24 **FINE/OVERDUE CHARGES:** Money or the amount collected by the library for material overdue.
- 1.4.25 **GATE REGISTER:** Register kept at the entrance of the library wherein visitors enter their names, address, time and purpose of visit etc
- 1.4.26 **PROPERTY COUNTER:** The counter at the entrance where users and visitors deposit their belongings that are not allowed into the library.
- 1.4.27 **STACK ROOM:** Library rooms where Library materials is categorically shelved.
- 1.4.28 **REFERENCE BOOKS:** Reference books are used for consultation of specific information.
- 1.4.29 **DISSERTATIONS / THESES:** University normally requires a candidate working towards a doctorate degree to write dissertation, sometimes called thesis under the supervision of a guide.
- 1.4.30 **ABSTRACTS:** An abstracts is brief summary of research article, thesis, conference proceeding or any in - depth analysis of particular subject or discipline and is often used to help the reader ascertain the paper purpose.
- 1.4.31 **REPORTS:** Reports carry information about the activities of particular body or institution/ organization on the basis of some periodicity.

The words and expressions not defined here in above shall have the same meaning as defined in the Gujarat Agricultural Universities Act 2004 and statutes of the University.

2. Working Hours:

- 2.1. The Library shall remain open from 8.00 am to 10.00 pm continuously during the academic year. During the period of summer vacation however, the Library shall remain open from 8.00 am to 6.00 pm only subject to the position of staff of Library.

3. Membership:

- 3.1 All the students and trainees of various teaching units and the members of the staff of the teaching and research units of the university will be eligible for the membership of the Library.
- 3.2 A member of the staff of the university seeking membership of the Library shall be required to make an application in the prescribed form. The applications will have to be duly forwarded by the respective Heads of the Departments/Units.
- 3.3 Such person, on acceptance of his/her membership, will be issued membership e-card which he/she will have to produce at the counter at the time of borrowing as well as returning the books.
- 3.4 All student members in possession of the borrowed e-card will be required to return the e-card to the library at the close of each academic year. The date of return will be notified well in advance on the Notice Board.
- 3.5 A member in possession of the borrower's e-card will be required to return the e-card and obtain clearance from the Library in case of leaving the university service on transfer or on resignation.
- 3.6 The Vice Chancellor in consultation with the Library Council shall have the authority to disapprove and/or to discontinue the membership of any person without assigning any reason.

4. Loan of Library Books :

- 4.1. The number of books (The term "Books" refers to all the publications housed in the Library) that a member shall be entitled to borrow from the Library shall be fixed by Library Council and shall be liable to be changed from time to time.
- 4.2. The number of books that members of different categories shall be entitled to borrow at present is fixed as per the following table.

<u>Category of member</u>	<u>No. of Books to be issued</u>
1. Research/ Teaching staff:	
(a) Per month	5
(b) For two terms/semesters	5
2. Ministerial/Technical/Non-technical staff	2
3. Post-graduate students/Research scholars	3
4. Under-graduate students/trainees	2

- 4.3 Each borrower shall have to return the books borrowed by him/her within the time specified below.
- 4.3.1. **BOOKS:** 15 days from the date of issue for students (PG & UG) /Trainees. One month from the date of issue for all other members, other than those included in Rule No. 3.2.1.
 - 4.3.2 **JOURNALS, BULLETINS, etc.** : Bound Volumes, latest issues of the journals/Bulletins **SHALL NOT BE ISSUED to any member out of the Library.** However, single loose issue of a scientific journal/bulletin shall be issued to the post-graduate teachers for overnight use only No Journals, Bulletins etc. shall be issued to students and trainees.
 - 4.3.3. **REFERENCE BOOKS:** Dictionaries, Encyclopedia, Out of print books, Theses, Atlases, Abstracting Journals etc. will not be issued to any member out of the Library premises. However, Handbooks, Manuals etc. may be issued for overnight use only.
 - 4.3.4. **Text books** shall not be issued to students except for overnight use.
- 4.4. Borrowers must satisfy themselves that the book(s) they want to be issued in their names is/are in good condition. They shall also be responsible for keeping the books in clean and good condition while in their custody. The books in return shall be examined at the counter and in case of any damage noticed, the last borrower shall be held responsible. The last borrower shall be called upon either to replace the damaged book(s) or pay the compensation. Failure to do so will make the borrower liable to pay the cost of the books in addition to the fine that may be imposed on him/her. If the borrower at the time of borrowing the book, points out to the Counter Assistant any damage and obtains his/her signature, he/she shall not be held responsible for the damage.
- 4.5. If in the opinion of the Librarian, the issue of certain damaged book(s) to the borrower is considered detrimental to the safety and security of the book(s), the Librarian shall have the authority to refuse the issue of such book(s).
- 4.6. Any member who has failed to return all the overdue book(s), and/or has failed to pay the fine levied to him/her, shall not be entitled to borrow any book(s) until he/she returns the overdue book(s) and /or pays the fine levied to him/her as covered under 5.
- 4.7. Very rare material shall be allowed to be used at the specified table only under the supervision of a member of library staff.
- 4.8. The borrowers shall return all the borrowed material to the library before proceeding on long leave/ tour etc.
- 4.9. The borrowers are not committed to sub-lend the borrowed book(s) from the library.
- 4.10. The borrower shall ordinarily return the book(s) on or before the due date of return. The borrowed books can be re-issued on the day of return, only if there has been no demand for the same book from other readers. Books returned after the expiry of due date are not likely to be re-issued to the same borrower on the same day.

- 4.11. In case a book issued to a member is required in the library under special circumstances, it will be recalled by the Librarian and the borrower shall have to return it to the library immediately regardless of the due date of return.
- 4.12. Book issued to the borrower for over-night use shall have to be returned to the library during the first working hour of the next day. Not more than one book at a time will be issued to a borrower for over-night use.
- 4.13. The borrower e-cards given to the members are non-transferable and shall have to be renewed every academic year.
- 4.14. A lost borrower e-card if found by any person, should be returned immediately to the Librarian. Failure to comply or misuse of the found e-card shall lead to cancellation of membership of the defaulter.
- 4.15. The readers should use only ball pen in the library.
- 4.16. The teaching and research members of the staff shall be entitled to avail themselves of the facility of **"Inter Library Loan"** for which the university library has entered into agreement with leading agricultural institutions/ universities in India. Any member desirous of taking advantage of this facility shall have to put his/her request through his/her Head of the Department to the Librarian in writing, giving full particulars of the publication required.
- 4.17. Books already issued to a member can be reserved for another member on their return, provided intimation is given to the Librarian. Such books shall however be kept on reserve only for two days after intimation to the member registering the demand. If the member fails to borrow it within that period, the book shall go into normal circulation.
- 4.18. The members entitled to use the stack room shall be allowed to take the books out of the shelf. They shall not however re-shelf the books, but shall leave them on the reading table. This will avoid the danger of misplacement of books.
- 4.19. Issue of books shall be stopped half an hour before closing of the library every day.

5. GENERAL RULES :

- 5.1. Mobile phones should be switched off/on silent or vibrating mode.
- 5.2. Sticks, umbrellas, hats, hand bags, brief cases and other receptacles and personal books and such other articles which are prohibited by the Counter Assistant shall have to be left in the property counter near the gate. Only note book will be allowed to be taken inside stack room and periodical room of the Library. Neither the Library nor the University authorities accept any responsibility for loss of personal property/valuables left in the Library.
- 5.3. Any person who is not a registered member of the library shall have to obtain permission from the Librarian before visiting the library or using any of the library facilities.
- 5.4. A student reader has to produce his identity card whenever demanded by the library staff.
- 5.5. All the readers shall have to sign in the register kept at the entrance on each and every visit to the library.
- 5.6. The registered user shall notify the Library authorities promptly of any change of name/address.

- 5.7. The readers are strictly prohibited to smoke, spit, sleep, eat, drink and make noise in the library. They are enjoined to maintain complete silence and discipline in the library.
- 5.8. The Librarian shall have the right of refusing admission to any person in the library on the ground of bad behavior, breach of rules, infectious diseases etc.
- 5.9. The Librarian shall have the authority to take such steps as are deemed necessary from time to time to ensure discipline and decorum in the library and shall take decision for day to day running and management of library.
- 5.10. Employee, who are compelled to bring children with them to the library shall supervise their children at all times to ensure their safety and to prevent other users being disturbed. **Children are not allowed to use Library PCs.**
- 5.11. A complaint/suggestion register shall be availed to the readers at the counter on request. The cases of incivility or other failures in the services shall be reported immediately to the Librarian.
- 5.12. **AAU Property and copyright:** All the thesis, original works and RSP drawings developed at AAU for academic programs are by convention property of AAU and are copyright material which shall not be used for any purpose other than academic and shall be acknowledged along with the author / guide responsible for the work.
- 5.13 Books will be available for issue to the readers immediately after the annual verification.

6. CHARGES, FINES AND PENALTIES :

- 6.1. : Members violating the library rules shall be liable to have penalties levied on them as prescribed hereunder :
 - 6.1.1. **Loss of Member/user's e-cards** shall immediately be reported in writing to the Librarian. Duplicate member's e-cards shall be issued to the borrower on written application along with payment of **Rs. 25/-** per card, after it has been found that no books are due on the lost card. If any book is found issued on the lost e-card prior to bringing to the notice of the Librarian, it shall be the responsibility of the concerned member, in whose name the e-card was issued, to return the books or pay compensation for its non-return.
 - 6.1.2. A member, if found guilty of using or of attempting to use the e-card of any other member, will be liable to pay a fine of **Rs.50/-** for each unauthorized e-card. The e-card in question shall be withheld by the Librarian who will return the same to its real owner.
 - 6.1.3. **Loss or damage to books and periodicals etc.** – In case it is noticed that a member has lost or damaged the book issued to him/her shall be called upon to replace the book or to pay the current price in addition to processing charges up to **Rs.100/-** wherever applicable.
 - 6.1.4. In case of intentional loss or damage, a penalty up to **Rs.1000/-** shall be charged in addition to the charge mentioned under item No.5.1.3. No person shall write upon, tear, cut, damage or make any mark upon any book or map or drawing belonging to the library facility. Any such person found guilty will be charged full replacement or cost of the materials and penalty upto Rs.1000/-.

- 6.1.5. Loss or damage to Reserved, Rare or Reference books and Technical Journals: – Charge of **Rs.50/-** towards processing and binding charges over and above the current price of the publication shall be made if the damaged/lost publication is easily available.
- 6.1.6. In case of publication not readily available, the member shall have to pay the cost of complete set, for loss or damage of single issue, or the price as decided by the Library Council, as the case may be.
- 6.1.7 If any OUT OF PRINT book is reported to be lost by any member, the person concerned shall have to pay :
- 5 times the original price if the price (original) is upto Rs.500/- .
 - 4 times the original price if the price (original) is upto Rs.501/-to Rs. 1000/- .
 - 3 times the original price if the price (original) is beyond Rs. 1000/- . an additional penalty upto Rs. 500/- may be charged considering the value of the material lost.
- 6.1.8. Loss or damage to bound periodicals:– In case of loss or damage to bound volumes, the member shall be called upon to pay up to **four times the cost of the current value subscription and Rs.50/-** towards processing and binding charges.
- 6.1.9 If the volume/issue of a set of journals is lost/damaged by the member while in his/her custody, he/ she shall be required to replace the complete set or shall be required to pay the replacement cost of the complete set in case the particular volume/issue cannot be procured separately.
- 6.1.10. **Loss or damage to unpriced books, theses, bulletins, etc.** – If the library authorities feel satisfied that the loss or damage to such publications having permanent and research value has been caused by the borrower either through negligence or through mal-intention, a penalty up to two times cost of the book /thesis/bulletin or penalty up to **Rs.1000/-** whichever is more shall be charged.
- 6.2. In case of delayed return of library books, the borrowers shall have to pay overdue charges before the books are accepted back at the counter. The schedule of overdue charges shall be as under :
- 6.2.1. **General Books:** In case of delayed return of general books, an overdue charge of **Rs.5/-** per book per day during the first week of overdue, and **Rs.10/-** per book per day during the subsequent weeks until the overdue book is returned at the counter, shall be charged.
- 6.2.2. **Periodical, Books, issued for overnight use & hourly books** – In case of books/ periodicals issued for overnight use, an overdue charge of **Rs.5/-** per book/periodical per day of delay shall be charged if the book/periodical is not returned by 10.00 am. of the next working day, and Rs. 20/- per day during subsequent days.
- 6.2.3. If a member fails to return the borrowed books for more than 60 days after the due date in spite of reminders, the Library authorities shall take such actions as they deem fit.

- 6.2.4. The Library has to carry out Annual Verification of books and all books issued to the members shall have to be returned to the library within the period prescribed in the notice of Annual Verification, irrespective of the normal due date of return. Failure to return and clear the annual account shall entail the levy of an overdue charge up to **Rs.10/-** per book per day as deemed fit by the library authorities.
- 6.2.5. **Xerox charges** : A charge of **Rs.0.50/-** is fixed per copy (on one side of the page.) For Colour Xerox Rs. 10/- subject to revision from time to time. This facilities will be available to member for library literature only.
- 6.3. The Vice Chancellor, in consultation with the Library Council shall have the power either to increase/decrease the penalty or to exempt a member from the penalty if he/she is satisfied.
- 6.4. Any matter of indiscipline may be dealt as per university student discipline rules.
- 6.5. Cases of indiscipline or any other cases which are not covered by the above Rules will be decided by the Library Council.
- 6.6. The Library Rules shall be subject to modifications on the recommendations of the Library Council.

Revised Appendix - 2

DR.M.D. PATEL REGIONAL e-LIBRARY ANAND AGRICULTURAL UNIVERSITY ANAND- 388 110

Cyberary Regulations

The Cyberary , the glory of Anand Agricultural University, is an integral part of the Dr. M.D. Patel Regional e- Library and was launched on 21.4.2002, inaugurated by Director General NATP LIS (O&M), ICAR,New Delhi. Richly equipped with 20 hi-tech work stations, a LINUX server internet connectivity, Innumerable Ph.D and M.Sc. digitized Theses abstracts accessible to hundreds of users on a daily basis, and several online database, the Cyberary stands as epitome of transfer of knowledge.

In exercise of the powers conferred under Clause (3) of section 30 clause (i) and (vi), (v), (vi), (viii) of the section 22 of the Gujarat Agricultural Universities Act- 2004.

1.Regulation: Short Title :

- 1.1. These regulation may called “ The Rules for the University Library/ Cybrary”.
 - 1.2 They shall be effective from the date of notification.
 - 1.3 These rules shall be applied to all students / users/ readers of Dr. M.D. Regional e- Library.
 - 1.4 **DEFINATION** - in these regulation – The following may be defined as:
 - 1.4.1 Registered members-People who enrolled the selves to utilize the Library services by taking membership of the library .
 - 1.4.2 **Unregistered members** - Those who are not regular members of the library.
 - 1.4.3 **Academic purposes** - Strictly for study purpose, and not for personal use.
 - 1.4.4 **Commercial purposes**-Use that bring in personal gains one way to the other.
 - 1.4.5 **Register**- The Entry register kept with Cyberary-in-charge
 - 1.4.6 **Cyberary-in-charge**- The person in control of Cyberary-in-charge arrival and departure
 - 1.4.7 **Removable storage device** –site at all officially gained by Institution.
 - 1.4.8 **Server Room**- The room accommodating Linux server and key point of the online cyberary
2. Only registered members are eligible for use of computers in the Cyberary. Unregistered members could be allowed only with the recommendation of concerned authority of AAU /Librarian.
 3. Computers must be used for academic purposes only, and under no circumstances should be used for commercial purposes (E-mail is allowed).
 4. Users should make entry in the Register kept with Cyberary-In –Charge with their name, e-card number, time of arrival and time of departure.
 5. Giving password, thereby blocking computer access to others is liable to punishment.

6. Absolute silence is to be maintained.
7. Interfering deliberately or negligently with the operation or performance of a system in a manner mentioned below make the user liable to punishment as decided by the Librarian :

- 7.1 Generating excessive load, use of storage capacity, network traffic, etc
- 7.2 Physically damaging or adjusting the equipment, any such tampering, vandalism, theft or wilful and/or reckless damage may be referred to the police
- 7.3 Introducing viruses or other software components designed to interfere with the normal operation of a system
- 7.4 Deleting, adding or modifying information relevant to the system's operation
- 7.5 Obtaining extra resources without authorization

7.6 Creating excessive network links

1. Students **should not use CD/floppy/ Pen drive, any other removable storage device** on their own, except under the guidance and supervision of the Cyberary – In – Charge.
2. Students **should not use scanner by themselves**. If scanning is needed, they should obtain permission from the Librarian, and the Cyberary – In – Charge will do the job of scanning.
3. PG students who need scanning should produce a letter from their Major/Minor guide with details of material to be scanned.
4. One student only is allowed to sit on one computer.
5. CHATTING AND VIEWING UNDESIRABLE SITES IS STRICTLY PROHOBITED. THOSE FOUND GUILTY WILL BE DEBARRED FROM THE CYBERARY.
6. Each student is allotted **only ONE HOUR** to use the given computer. Any one exceeding the given time is liable to punishment.
7. Entry into Server Room and handling the computers or server therein is strictly prohibited.
8. Users should not misuse or tamper with the computers and peripherals.
9. Computer systems and networks may not be used to access, display, print or distribute slanderous, libelous or knowingly untruthful information , material of an illegal nature, or causing damaged to the institution reputation or image.
10. Copyrights and intellectual property rights must be respected by all computer system users only in accordance with the copyright protection conditions set.
11. Users of the Library and the Computer Suite must conform to the notices and instructions of the Librarian and the Cyberary – In – Charge.
12. The decision of the Librarian shall be considered final for breaking the rules, not following instructions given from time to time by Library authorities and the cases or matters not covered above.