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|  | **VIJAYNAGAR SRI KRISHNADEVRAYA UNIVERSITY**  JnanaSagar Campus, Vinayaka Nagar, Cantonment, BELLARY - 583 104. |
| **Librarian** Phone 08392-242904 Email : vskublib@gamil.com | |

**Rules Governing the Use of Library:**

1. The library will remain open from 8.00AM to 7.00 PM on all working days. Except Sunday and Public holidays.
2. The following persons are entitled to make use of the books etc., within the library premises.
   1. Members of the authorities of the University and members of Committees and various Bodies appointed by the University authorities.
   2. Teachers of VSK University.
   3. The University employees.
   4. Graduates of this or any other statutory University and teacher recommend by dean or the Head of University Department or the Principal of an affiliated/constituent college.
   5. Student of the University Department Holding Identity Card.
   6. Student of the constituent /Affiliated colleges and recognized Institutions, recommended by the Head of Department /Institution
   7. Other person with special permission of the chairman of the Library Advisory Board or the Librarian
3. Identity Card will be issued to postgraduate and research students by the librarian on an application to be made in the prescribed form. The Identity card will be valid for one academic year only. May be cancelled in the middle of the year by the Chairman of the Advisory Board on the recommendation of the Librarian or Chairman of the Department in case of infringement of any of the Library Rule or for misconduct.
4. Every postgraduate / Research student shall be required to show, while entering the library, the Identity card to attendant at the counter and write his/her name and Identity card No. in the Register provided for the purpose, or demanded by the Library staff, the student is required to show the identity card.

**Use of books:**

1. Every person taking a book out of the Library and every reader using a book within the Library shall be responsible for its safe custody and return, undamaged in any manner, and in the event of its being lost or damaged (including pencil or ink markings) he shall either replace the book or pay the compensation as may be fixed by the Library advisory Board.
2. A new book shall not, normally, be taken out of the Library during the first week as it has to be classified and catalogued.
3. Each student should get his/her identity card renewed after one year.
4. The student shall rename his/her identity card by paying Rs.200/- along with the application.
5. Every Periodical Publication shall be displayed till the receipt of the next number and shall not normally be taken out of the Library.
6. Manuscripts will not be issued outside the Library. They are to be referred within library with the special permission of the Chairman of the Library Advisory Board/Librarian.
7. Readers shall not write on, or damage, or turn down the leaves or make any mark on any book, manuscript or map belonging to the Library; nor shall they lay the paper on which they are writing on a book, manuscript or map etc belonging to the Library.
8. Any reader noticing a defect in or damage to any book or manuscript in the Library should bring it to the notice of the Librarian or the Assistant Librarian on duty.
9. No tracing, copying or mechanical reproduction of any book, map or manuscript shall be done without the permission of the Librarian.

**Issue of Books:**

1. Any book, forming a part of the “Textbook Collection”, “Reference Collection”, or any book valuable for its rarity or its illustration or any manuscripts, or theses, shall not be borrowed from the Library by any readers, except with the permission of the Chairman of the Library Advisory Board/Librarian.

**Note:**

* Any reader desirous of making an excerpt from a thesis or manuscripts (in possession of the Library) may do so with the prior permission of the Librarian and should acknowledge the same in his publication.
* Non-book material like maps, atlases, records, cassettes, e-resources etc will not be issued outside the Library.

1. The books from the lending section shall be issued for purpose of study outside the Library against Borrower`s Cards as under:

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| **Sl. No.** | **Category of Borrowers** | **No. of Books** | **Duration of Loan** |
| **1.** | Professor, Associate Professor and Assistant Professor respectively:   1. Professors/Associate Prof 2. Asst. Lectures 3. Teachers in the constituent Colleges 4. Teachers in the affiliated Colleges (through inter-library loan only) | 10  10  02  01 | One Month  One Month  One Month  One Month |
| **2.** | Students:   1. P.G. Students 2. SC, ST, & OBC Students (Adl.) 3. Ph.D. Students | 02  02  02 | 7 Days  1 Semester  15 Days |
| **3.** | Non-Teaching Staff  a). Officers (O.S. & above)  b). Clerical Staff  c). Class IV employees (those who  have passed SSLC & above) | 02  01  01 | 1 Month  15 Days  15 Days |
| **4.** | Others:   1. Members of the various bodies of the University | 02 | 1 Month |

**Note:**

1. Students and Research Scholars will have to pay Rs. 100/- for issue of the Borrowers Ticket.
2. The results of the research scholars like Ph.D. will not be announced unless they produce “No Due Certificate” from the Library.
3. Only one book shall be issued against each Borrowers Ticket.
4. In case of loss of a Borrowers Ticket, a duplicate ticket will be issued to the borrower on furnishing an affidavit made before the Librarian, explaining the circumstances in which the ticket was lost. The charges for such duplicate readers ticket will be Rs.25/- and 50/- for issue of duplicate identity card.
5. Books and other reading material borrowed from the Library are liable to be recalled, at any time, and shall be returned within seven days from the date of recall or earlier, if necessary.
6. Postgraduate Students studying in different Departments of the University are entitled to borrow two books, at a time, from the lending Section for a period of 10 days. However, the same books may be reissued for two times, if there is no demand from others.
7. Overdue Charges of Rs. 1.00 per day shall be levied on those students who fail to return the books within the prescribed period.
8. The student’s borrower ticket will be tenable for a period of one year only and shall not be transferable but renewable, if necessary.
9. In case of loss of a Borrowers ticket, a duplicate ticket will be issued to the borrower on furnishing an affidavit made before the Librarian, Explaining the circumstances in which the Ticket was lost. The charges for such duplicate ticket will be Rs. 25/- for issue of duplicate B.T. card.

**Other Rules:**

1. Loud talking, Conversation, Making noise, Using mobile phone, music playing over mobile or laptop and smoking is strictly prohibited in or near the library.
2. The library advisory board has power to refuse admission to any one infringing the rules and regulations of the library.
3. The users of the Library may suggest to the Libraries any book or journal for being acquired by the library and the suggestions so made will be considered by the Library Advisory Board.
4. Every Postgraduate Department may ask for a working collection of about 100 books, which would be constantly required by the teachers and students of the department. The Head of the department shall be responsible for the safe custody of such books received in his department. The books shall however be returned to the Library at the end of every academic year i.e.15th March.

**Loss of Books:**

1. In view of increasing prices of book, a borrower who loses a book issued to him/her which is rare and not available for sale shall bear 6 times of the cost of book or Rs.500/- whichever is more.

As far as possible, the borrower should replace the same book lost or its latest edition. (Where the earlier edition is not a rare book) (In case of books like old science books etc which have no value for rarity, the Face value of the book will be recovered).

1. In case of books running in series or set, patrons shall make good the loss of the single volume lost, if it is available in the market, or pay the cost of the entire series or set in case the single volume is not available for sale and the entire set will be accepted as a substitute.

**Internet Service:**

1. Internet service at the library is free for Students/faculties/staff of the university. However, the printing will be changed as per the rules.

**Charging Desk:**

The issue shall be closed half an hour before closing the Library.

**Warning Bell:**

A Warning bell will be given 15 minutes prior to the closure of the Library. All patrons shall immediately return the books, taken for reading, to the Assistants-in-charge and then leave the Library.

**Personal Belongings:**

The facilities for depositing the personal belongings should be availed of only when patrons are actually making use of the Library. Under no circumstances shall valuable articles or cash be deposited with the Attendant at the Counter. Nor shallthe Library be held responsible for any loss or damage to the property. So deposited through every care will be taken for its security at the counter. The Attendant at the counter is authorized to examine everything that passes into or out of the Library.

**Tokens:**

The loss of token shall be reported to the Librarian Immediately and the cost of replacement Rs. 25/- shall be paid by the patrons.

**Photocopying Facilities:**

Photocopying facility is available to the bonafide P.G. Students of the University at

nominalCost.

**Miscellaneous:**

1. The Students of P.G. Departments shall after the examination is over. Names of the students from whom books are due will be reported to the Registrar for Evaluation to with hold their results.
2. In the event of any doubt or dispute arising in the interpretation of these rules, the decision of the Library advisory board is final.

**READING ROOM CONVENTIONS AND SUGGESTIONS FOR USING BOOK:**

**Reading Room Convention:**

**Readers are requested to:**

1. Leave their belongings, like umbrellas, files, and books etc. with the Attendant on duty at the Counter and receive from him a token against the belongings at the counter.
2. Return the token to the Attendant before collecting the belongings, while leaving the Library.
3. Bring only note-book or paper inside the Library.
4. Not to disturb the order of the books on the shelves.
5. Leave books on the Reading Tables after use.
6. Not to sprinkle ink on the floors of the Library.

**Suggestions for Using Books:**

1. Pulling a book from the shelf by holding the spine will damage its binding. If the shelf is packed, push further with your fingers the two books adjacent to the one you need. It will be easy then for you to pick up the books you want without damaging its binding.
2. In case you have to leave your table for referring to a dictionary or any other Reference work, while reading, please do not leave the book open on the table.