



SANCHI UNIVERSITY OF BUDDHIST-INDIC STUDIES

Sanchi, District-Raisen
Established under Act 1, 2013 of 2012

A. LIBRARY RULES

1. **Short Title & Commencement**

These rules and regulations shall be called "Sanchi University of Buddhist-Indic Studies Library Rules" and shall be referred to as "Library Rules". Library Rules shall come into force with effect from the date of **1st April 2016**.

2. **Definitions & Interpretation :**

- (a) "**Library committee**" means a committee constituted for proper functioning of the Library.
- (b) "**Library document**" means any reading material registered in the Library. It includes books, periodicals, serials, microfilms, reprints, reports, monographs, theses, CDs, DVDs, bulletins, atlases, news papers, magazines, research journals, audio - visual documents, Manuscripts etc.
- (c) "**Reference Books**" means books maintained in the Library which are not normally loaned, like - Dictionaries, Encyclopaedias, Bibliographies, Year books, Manuscripts etc.
- (d) "**Open access**" means facility of free access to Library documents on open shelves.
- (e) "**Library Admission**" means entry procedures of the Library.
- (f) "**University**" means Sanchi University of Buddhist- Indic Studies,
- (g) "**Library Fees**" means Fees for use of the Library with borrowing facility.
- (h) "**Library Caution Money**" means Security deposit for Library.
- (i) "**Business Card**" means library card for the students for issuing of books.

3. **Library committee :**

3.1 Library committee is constituted consisting of the following members:-

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|--|------------------|
| i) Vice Chancellor | Chairman |
| ii) Registrar | Member |
| iii) Finance Officer | Member |
| iv) Dean of all Schools | Member |
| v) One Officer of the University
(to be nominated by the Registrar) | Member |
| vi) Librarian | Member Secretary |

3.1.1 In the absence of Dean, Professor/Associate Professor/Assistant Professor shall be nominated by the Vice Chancellor.

3.2 Fifty percent members shall form a quorum for the meeting of the Library committee.

3.3 Library committee shall meet normally twice in an academic year preferably before the commencement of each semester.

3.4 Powers and Functions of the Library committee:

The Library committee shall have the following powers and functions :

3.4.1 To look after the proper management and use of the Library including services to be rendered to the users.

3.4.2 To take such measures for proper functioning of the Library, as it may deem fit.

3.4.3 Library committee shall modify and amend the Regulations for the Library as and when required.

4. **Membership of the Library:**

The following shall be the Members of the Library:

- i) All Academic staff of University
- ii) All Non- teaching staff of University
- iii) All Research students
- iv) All Post-Graduate students
- v) All Registered Scholars

- a. A Scholar other than the above categories may be allowed to become a member of the Library as a special case on a request in writing from his/ her concerned University/ College/ Office and an approval by the Chairman, Library committee.
- b. If a person is allowed to become a member of the Library he/she shall pay an annual membership fee and security fee.

5. Library Admission:

- 5.1 Library admission shall be granted to the members of the Library only.
- 5.2 A person may be allowed to visit the library with prior written permission from Vice Chancellor/ Registrar for a limited period not exceeding five days.

6. Prohibitions:

- 6.1 The members should not be under the influence of intoxicants.
- 6.2 The members 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.
- 6.3 Drinks and eatables are not allowed in the Library.
- 6.4 Smoking is strictly prohibited in the Library.
- 6.5 Mobile phones should be kept in silence mode within the library.

7. Borrowing Facility:

- 7.1 The under mentioned categories shall be entitled to issue books against the specified number of business cards from the library for the period mentioned against each:

i)	Professor	- 15
ii)	Associate Professor	- 11
iii)	Assistant Professor	- 08
iv)	Research Scholars	- 05
v)	Post Graduate Students	- 04
vi)	Registered Scholars	- 05
vii)	Group 'A' Officers	- 06
viii)	Group 'B' Officers	- 05
ix)	Group 'C' Staff	- 02
x)	Group 'D' Staff	- 02
- 7.2 The loan-period for all the members would be one month.
- 7.3 Business Card method shall operate until the circulation work is fully automated/ computerized.
- 7.4 If a member loses business card, he/she can apply to the Librarian for duplicate one which will be issued after one week on payment of **Rs. 200/-** for each card.
- 7.5 If any book is not returned in time, a reminder shall be sent to the borrower calling for the return of the book within 5 days. No further books shall be issued to him/her until the overdue one is returned.
- 7.6 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.
- 7.7 Electronic documents such as CDs, DVDs, Manuscript etc. are not to be issued.

8. Library Fees and Caution Money:

- 8.1 There shall be a library fee for all members as mentioned in annexure "A".
- 8.2 Library caution money called security deposit shall be paid by all members except all staff of the University.
- 8.3 Library fee and Library caution money may be amended by the committee time to time.
- 8.4 Library caution money is refundable on claim within two year of the date of expiry of membership of the library beyond which the money lapses to the University.

9. Overdue Charges :

- 9.1 The Member is expected to return borrowed books on or before the due date stamped on the date label in the book.

9.2 In case books are not returned by any member beyond the due date, the borrower be charged **Overdue Charges of Re. 25/- per day** per volume.

10. Loss of Books:

10.1 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.

10.2 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.

10.3 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 @ Re. 3/- per page.

10.4 In the case of foreign prices, the current Bank conversion rates will be charged.

11. Writing Off the Books:

Library committee will decide the writing off of books and other documents of the Library as per the rules of University.

12. Library Hours:

Library Hours will be decided as per the regulations of the Library.

13. Other Facilities:

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.

Photocopying

Members shall have photocopying facility on payment basis. Full books cannot be photocopied as it violates 'Copyright Act'.

**Annexure "A"
Library Fees and Caution Money**

Member Category	Library Caution Money (one time)	Library Fees
(1)	(2)	(3)
Ph.D. Students	1000/-	100/- per Semester
M.Phil. Students	1000/-	100/- per Semester
M.A. Students	1000/-	100/- per Semester
Registered Members	1000/-	200/- per year
All Staff of the University	-----	200/- per year

B. LIBRARY REGULATIONS

Library Regulations may be modified and amended from time to time by the Library Committee

1. Library Hours:

- Office, Acquisition Section, Technical Section, Circulation Section : 09.00 a.m. to 06:00 p.m. on All working days
- Text Book Section, Computer Section, Magazine and Periodical Section, News Paper area and Reading Hall : 24 x 7
- The Library will remain closed on the : National Holidays.

Note: The above timings of the Library are subject to change from time to time which will be duly notified in the notice board/website of the University.

2. Library Admission

- 2.1 Every member shall sign the gate register in token of his/her acceptance to adhere to the rules of the Library.
- 2.2 Each Member shall be required to produce the Identity Card on demand.

3. Prohibitions:

- 3.1 The members should not be under the influence of intoxicants.
- 3.2 The members shall not carry any belongings (bags, personal books or any printed material, baskets, umbrellas etc.) except money purse & notebooks and the same shall also be kept at the property counter near the main gate of the Library.
- 3.3 Drinks and eatables are not allowed in the Library.
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