



## **Faculty of Arts & Law Library**

### **Rules and Regulations**

The Faculty of Arts & Law Library of Manipal University Jaipur (MUJ) provides the best library services to Students, Researchers, Faculty and Staff. These rules are designed to ensure that all users may obtain the maximum benefits from Library facilities. All users should exercise self-discipline, respect and consideration for others when using the Library. The Students, Researchers, Faculty and Staff of the Manipal University Jaipur are automatically eligible for membership of the Faculty of Arts & Law Library.

By using any facility of the Library, a user agrees to abide by following rules.

- A. General rules**
- B. Lending/ Borrowing rules**
- C. Conventions for Lending/Borrowing**
- D. Renewals rules**
- E. Reservation facility**
- F. Late returns**
- G. Loss and damage of library resources**
- H. Photocopying facility**
- I. Computers and internet access**
- J. Group study rooms usage**
- K. Library notices**

#### **A. General Rules**

1. The Library is to be used for the purpose of academic study, research, consultation of subject, and other related material. Everyone in the library shall respect the rights of other users.
2. Entry will be restricted to MUJ ID Card holders only.
3. A person desirous of using the Library shall enter his/her name, details and time of entry legibly in the Computer kept at the entrance.
4. Users will not be allowed to bring the issued book(s) inside the library. However, they will be permitted if they wish to Re-Issue/Return the book(s) during Issue/Return Timings. Note books, writing materials, laptops, etc. may be carried inside.
5. Books, Journals, etc. taken from the shelves for reading should be left on the reading tables after use and "NOT" to be replaced on the shelves to avoid misplacing of the same. The Library Staff will shelve the same.
6. Readers are requested to handle Library property carefully to avoid any damage. No person shall engage in any conduct that disturbs or interferes with the legitimate use of the Library, including, but not restricted to the following:
  - a) No users may misfile, misuse, disarrange, damage or attempt to damage any library resources.
  - b) Users must not bring their personal belongings like personal books, briefcase, umbrella, boxes, bag, etc. into the library. The same may be left in the dedicated space provided at entrance of the

library. Users are advised not to keep their valuables in these property counter. The library is not responsible for the loss or damage of any such article.

- c) All users leaving the library must show their belongings, books, folders, papers, etc. in their possession, at the Checkpoint of Entry/Exit gate of the library. Users may also be asked to open for inspection any receptacle carried out of the library.
  - d) Users should not mark, underline, write or tear pages. Users shall be responsible for any damage to the documents or any other property belonging to the Library, and shall be required to replace such library resources/property damaged or to pay the value thereof.
7. Silence must be strictly observed both by the users and the library staff. Engaging in loud conversation/discussion or group study inside the reading halls is strictly prohibited. Discussion is permitted in group study rooms only.
  8. Use of Cell phones is not allowed. If readers wish to keep them while using the library, they must be switched off or to be kept on silent mode.
  9. Use of eatables, drinking, and sleeping in the Library are strictly prohibited.
  10. Except with the approval of the Library Authority, notices, broadsheets, handbills, newspapers, or other materials may not be displayed in the Library.
  11. Improper use of library facilities by user(s) will lead to the suspension/termination of his/ her membership or may be lead to suspension of library privilege.
  12. Users should inform the Library as soon as possible of any circumstances (such as illness or hardship), which might affect their use of the Library and their ability to comply with the Rules and Regulations. The Library Authority has the discretion to grant special privileges on compassionate grounds.
  13. Enforcement of these rules for users may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the Library staff on Duty at that time.
    - a) In the case of minor disruption, the user receives two warnings. At the third warning, the user must leave the library for rest of the day.
    - b) Library Users causing destructions/misconduct on repeated visits will be warned by the Chief Librarian that they will not be allowed to enter the Library if the behavior continues.
    - c) Library Users who engage in destructive behaviors that interfere with others use of the Library, who engage in behaviors that violate Library rules may be banned permanently from the Library premises and a disciplinary action may be taken with due approval of the competent authority.
  14. The library rules and regulations may be modified from time to time and shall be binding on all Concerned.

## **B. Lending/ Borrowing Rules**

1. Timings for borrowing and returning of books:
  - a) During 8:30 AM to 6:30 PM on all working days.
  - b) From 9:30 AM to 4:30 PM on Saturdays, Sundays and other Holidays.
2. It is essential to submit bar-coded MUJ ID Cards during checkout and check-in transactions of library items.
3. A borrower should not borrow documents in any other person's name. Borrowers are responsible for books issued against their names.
4. The borrower should check the fitness of the document before getting it issued. Any discrepancy should be brought to the notice of the library staff at the Circulation Counter, who will put necessary remarks on the document before issuing it. Otherwise, the last borrower will be held responsible for any defect/damage found at the time of return of the document, if not recorded on it earlier, and will be liable to pay the penalty as decided by the Library Authority.

5. Any document issued, may be recalled by the Library before its due date and the borrower has to abide by the decision.
6. The Library Authority has the discretion to restrict certain categories of material(s) held by the Library from being borrowed such as standard reference documents, theses, items of special value or rarity, and loose issues of periodicals, maps/atlas, special collections, CDs, data documents and damaged documents, etc.
7. If a user does not pay off the Library due(s), or returns overdue documents, the privilege of borrowing library resources may be suspended till the clearance of previous dues.
8. During power/system failure or during Internet downtime, the circulation counter services will be suspended until services resumes.
  - a) In case of due date of library items submission, and the library has internet downtime, the user may return the material on the very next day without any late charges.
  - b) In case any user already crossed the due submission date and submit the library material and the library has internet downtime, the user will be charged for late submission for that day also.

### **C. Conventions for Lending/Borrowing**

1. The No. of book(s) that user(s) can borrow is as follows:

- a. Students:

1. UG Students : 3 Books for 15 days
2. PG Students : 3 Books for 15 days
3. Research Scholars : 6 Books – for Three Months

- b. Faculty\* : 8 Books for 3 Months

- c. Staff\* : 4 Books for 3 Months

\*If books are not returned by Faculty/Staff by the due date, fine is not charged on them. A reminder mail will be sent to them periodically. However, No Dues Certificate will not be issued until the library dues are cleared.

2. Reserve/Reference Collection consists of books and other reading materials recommended by the respective faculty members for different courses for each semester are kept in the Reference Section book racks.
3. Theses, dissertations, CDs, are not lent out of the Library.
4. Issued books must be returned on or before the last date stamped on the due-date slip of each books. Sending reminders to defaulters is not obligatory on the part of the library.
5. Library resources in demand may be issued only for such limited periods, as the Library Authority deems desirable.
6. Loan periods may be adapted to take account of vacation/examination requirements. In exceptional circumstances extended loan periods may be negotiated.
7. Pre-Approval of the competent authority will be required for any exceptional cases.

### **D. Renewals Policy**

1. Book(s) may be renewed if the same are not in demand or not reserved by the other users.
2. Borrowers can get book(s) reissued on or before the due date by personal visit to the library.
3. Already overdue items will not be renewed.
4. Already reserved items cannot be renewed.
5. Borrowed Book(s) cannot be renewed more than once. After that the borrower must return the book(s).
6. The borrower has to bring the material physically to the library for renewal.

## **E. Reservation**

1. Users may reserve the book(s) to borrow at the Circulation Counter in case they are already issued. The reservation will be strictly on first-come-first-served basis.
2. A user cannot reserve more than two books.
3. A book can have maximum two reservations.
4. If the reserved library book is not taken within one day, it will be issued to another user in queue or it will be put back on its shelf.

## **F. Late Returns**

1. The following overdue charges will be collected from Students and Research Scholars if the book(s) are not deposited by them on the date last stamped on Due Date Slip.  
For Textbooks - Rs. 2 per day per book up to one week from due date  
Rs. 5 per day per book after one week from due date
2. Defaulter List of students having dues more than Rs 1500, will be sent to the Finance department, Examination Section and Directorate of Academics at the end of each semester for recovery purpose. These students will be restricted from registration of the next semester unless dues are cleared.
3. If the book due date falls on a holiday of the library, the next working day will be taken as the due date.
4. Absence from the University will not be allowed as an excuse for delay in the return of book(s).
5. Borrowers are advised to return the books while proceeding on long leave, semester break, winter / summer break.
6. If a book is not returned within the loan period, issue of another book(s) may be stopped until the overdue items have been returned and fines are paid.
7. Faculty/Academic/Administrative Staff members are advised to deposit the books on time and reminders will be sent 15 days before the due date. However, sending reminders to defaulters is not obligatory on the part of the library.
8. Library Authority may exempt the late fee depending upon the circumstances of delay, any human error in issuing a book by the library circulation staff, etc.

## **G. Loss and Damage of Library Resources**

1. The borrower will be responsible for loss of any book(s) and other resource(s) issued against his/her ID.
2. If a user loses or damages library resources, he/she should report the loss in writing to the Chief Librarian, otherwise he/she pays the accrued fine from the date the documents are due for return.
3. Replacement Process:
  - a. The borrower may replace a lost library document with the same edition of the document or by a latest edition.
  - b. The cost of out-of-print document will be:
    - i) 2 times the cost of the lost document at the current exchange rate in case of foreign document.
    - ii) 2 times the cost of the lost document in INR in case of Indian book(s).
  - c. The replacement cost of a CD/DVD or other electronic library resources will be based on the replacement cost of the same.

- d. If a book/loose journal of a set is damaged / lost or misused, the entire set has to be replaced and processing fee should be paid.
  - e. If an accompanying material is lost or damaged, the original library resource or entire set has to be replaced.
4. If the item's original price is in foreign currency, compensation will be calculated based on present exchange rate.
  5. If the lost item does not show any price, is without any price, users will be charged the requisite replacement cost.

## **H. Photocopying Facilities**

The photocopying service is provided in the Faculty of Arts & Law Library to cater to the requirements of the library users. This service is limited to library material, including copying research papers published in journals, conference proceedings for academic and research work without violating the Copyright Act.

Charges:

1. Rs. 1.00 (One Rupee) per page for A-4 size paper and Rs.2.00(Two Rupees) per page for A3 paper.
2. Payment Mode: Cash only

Note: Users are allowed to photocopy only 20 to 25 pages of any time. The first 5 pages will be photocopied on single side of an A4 Paper sheet. In case of more than 5 pages, photocopying will be done on both side of the paper.

Timings: 10 AM to 1 PM and 2 PM to 4 PM on all working days only.

Note: Photocopy service is not available on Saturdays, Sundays and University declared holidays.

### **Rules for Photocopying**

1. Library staff will review and evaluate all material before photocopying.
2. Request for photocopies from bound items and special collections will be evaluated, based on criteria, such as the tightness of the binding, the fragility of the paper(s) and the size of the piece, tipped in maps, illustrations, and charts are all unacceptable photocopy requests since the handling cannot be done without risk of tearing.
3. Only standard paper size (A4 size) will be used.
4. No refunds will be given for any reason other than mechanical malfunction, e.g. unintentional multiple copies, etc.
5. Users may be requested to limit the number of copies when others are waiting for the service.
6. Photocopying will be done subject to the availability of staff and time.
7. Photocopy services may be delayed if any machinery or power default occurs.

### **Copyright**

1. Users should be aware of Copyright rules and regulations. Please remember that photocopying a complete document is violation of copyright rules.
2. Users are solely responsible for upholding copyright laws and library is not responsible for any Copyright infringement by users.

## **I. Computers and Internet Access**

Computers are placed at different locations in the Library for accessing the resources for academic and research work. These should be used exclusively to access OPAC (Online Public Access Catalogue) of MUJ Library, subscribed/purchased e-resources. Because these computers are shared resources, users may be asked to limit time spent on these computers. Users should not use the Library Computers facility in a manner, which will bring disrepute to the name of the University. Disciplinary action will be taken against those breaking the rules. Please note, in particular, that the following are not allowed:

1. Accessing of undesirable Internet sites and downloading, printing and circulating of undesirable materials.
2. Unauthorized use of passwords. Computer accounts and passwords must be kept strictly confidential.
3. Installing and running computer software(s), which is not owned by the library.
4. Changing the PC system setup.
5. Duplicating any software or audio-visual programmer. This infringes copyright regulations and offenders will be liable for legal action.
6. Chatting and game playing on Internet.
7. Creation, display, importation, circulation or storage of offensive material.

## **J. Group Study Room Facility**

Entry to the Group Study rooms is limited only for Academic and Research purpose only.

## **K. Library Notices**

1. All general notices about Faculty of Arts & Law Library and Library Resources will be available on the Library Notice Board and on other Notice Boards.
2. Electronic mail is the default means of communication between the library and users. Users are requested to check their email regularly.