



**PROFESSOR BHUBANESWAR BEHERA
CENTRAL LIBRARY
SAMBALPUR UNIVERSITY
JYOTI VIHAR, BURLA-768019**

Basic Rule & Regulations of the Library

- Library will be open from 11:00 AM to 5:00 PM, While the Text-Book/Reading Room will be open from 8:00 AM to 8:00 PM (Except Sundays and Institutional Holidays)
- While entering the library users have to keep all the belongings in the property counter and put their signature in Register.
- While entering into the library users must keep their Mobile Phone in silent mode.
- Only registered members are allowed to use the library and outsiders are not allowed to use the library without the permission of the Librarian.
- All members shall pay a non-refundable registration fee of Rs.100/- at the time of enrollment.
- No users will be allowed to avail library facility without valid library card and the borrower cards are not transferable. Users must not lend their Card to other for borrowing the books from the Library. Library facilities will be withdrawn for readers misusing the Library Cards.
- Users should maintain peace in the library & should not disturb other readers in the library otherwise library facility will be withdrawn.
- **Borrowing privileges for different category of users:**

Category of Users	No. of Books	Loan period
Students (UG/PG)	4 Books	30 Days
M.Phil	4 Books	30 Days
PhD	5 Books	30 Days
Faculty	5 Books	30 Days
Officers & Staff	2 Books	30 Days
Others (If any)		

- Issued books can be renewed on or before the due date to avoid library fine. Further a book borrowed may be renewed, not more than twice, provided that there is no demand for the book. Borrowers wishing to renew a book shall physically produce the book at the counter at the time of renewal.
- **If Books returned after the due date, the fine of Rs. 0.25/- will be charged per day per book.**
- Overnight borrowing facilities available only for UG/PG/Research Scholars from Textbook Section of the Library. If book returned after the due date, the fine of Rs. 3/- will be charged per day per book.
- **Loss of Borrowed Materials:** Loss of book(s) or any other material borrowed from the library must be immediately reported to the Librarian. The borrower shall either replace

the lost book with an undamaged copy of the same or pay the replacement cost along with handling charges and retention fee, if any, as per rules.

- Reference books, Theses, unbound issues of journals, periodicals, newspapers and technical reports are not issued out of the library to anybody.
- Users are allowed to borrow library materials 15 minutes before library closure.
- No dues certificate will only be issued to the users after returning all the Library books, clearance of Library dues (if any) and submission of Library Card.
- Marking Library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he points out the previous damage to the Librarian at the time of issue
- Personal books are not allowed inside the Library under any circumstances.
- Students should not disturb the arrangements of the library furniture
- Outsiders are not allowed in the library premises without the permission of the authority concerned
- In case a user loses the Library Card, it should be immediately reported to the librarian and should apply for Duplicate Library Card by paying a fee of Rs. 5/- per Card
- Unauthorized removal of books or damaging the property of library or misbehavior with library staff shall be considered as an act of indiscipline, which will call for strict action by the Authority.
- It is mandatory for all members who are using facilities to follow the library rules & regulations. For any dispute or problem, the Librarian may be contacted.
- All members of the library team are available for any assistance you may need in using the library resources, facilities & services. Library will welcome any suggestion for better use of library facilities

(SRINIVAS PUALA)
University Librarian I/C