

POLICY FOR
LIBRARY POLICY AND GUIDELINES
SIDDHARTH UNIVERSITY, KAPILVASTU



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**SIDDHARTH UNIVERSITY, KAPILVASTU,
SIDDHARTHNAGAR, UTTAR PRADESH, 272202**

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1. Introduction

The guidelines enumerated below govern the overall working and day-to-day operating procedure of Sambodhi Central Library, various departmental libraries, Auditorium and Seminar halls under Sambodhi Central Library at Siddharth University, Kapilvastu, Siddharth Nagar, Uttar Pradesh.

2. Statement of Purpose

Each library of Siddharth University, Kapilvastu, Siddharth Nagar, provide all Students, Staff and Faculty an access to related educational books and Journals and DELNET service on the various courses run by various departments of the Siddharth University, Kapilvastu, Siddharth Nagar.

3. Motto

The motto of Siddharth University libraries is to act as a catalyst to knowledge and thought through dissemination, documentation and communication for knowledge and provide all the stakeholders a conducive environment for studies and research.

4. Vision

The vision of the Sambodhi Central Library is to support the University stake holders by providing seamless access to the widest possible spectrum of information resources such as digital, online databases, print and non-print materials relevant to the curricular, informational and innovative research needs of the academic community.

It means to provide right information to the right users at the right time and in the right format.

5. Mission

The mission is to provide University students and teachers with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning.

To support teaching faculty & administrative staff and to participate in interactive information to exchange within the wider library/educational community

6. Objectives

- To develop the collection of the library by acquiring books and periodicals in print as well as in digital formats.

- To develop the habit of self-learning and lifelong learning.
- To provide seamless access to qualitative information and staff in support of teaching, learning, scholarship and research mission of the University.
- To establish and maintain an effective relationship with students, faculty, researchers and staff of the university to ensure an informed and integrated approach to the creation and delivery of information services.
- To create and maintain a conducive environment for study and research.

7. Purpose of policy

This policy sets out the principles which guide the development of a quality Library collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and dereliction processes and a process of continuous evaluation.

8. Scope of the collection

The Library collection holds resources designed to support the learning, teaching and research needs of the University. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)
- Multimedia material (including CDs, DVDs,)

9. Library Collection Development Policy

- The library buys books and other learning materials which are related to syllabi. Library Also acquires reading materials which are useful for competitive examinations. Inspirational books and fiction books are also procured.
- Library will buy textbooks, reference books and handbooks on relevant subjects.
- Library will also buy printed periodicals and online database for accessing scholarly content.
- Course faculty can recommend the books, which have to be approved by the Head of the Department and Dean of the concern faculty. This will further be approved by the

library committee chaired by the Library In-Charge.

10. General rules and Regulations

- I. All students, faculty, and employees of the university are entitled to the membership of the library.
- II. Users must carry their Library Membership card while using the library. They must show their ID card on demand. Library I-Card is non-transferable.
- III. Library membership -To avail the library facilities, a user shall complete the Library registration formalities. For the students, a library membership form may be collected from their respective department. After obtaining the approval and recommendation from the concerned HODs / In-charge., duly completed form should be submitted to the central library. For the non-teaching employees must send their membership forms attested by the concerned Registrar.
- IV. The loss of an Identity Card should be reported to the Circulation Counter of the Library. Borrowers shall be responsible for any loss or issue of their original/duplicate card.
- V. A duplicate Library card will be issued payment of Rs. 100/-
- VI. The library user shall not engage in loud conversation in any part of the library; they should observe strict silence inside the library so that others are not disturbed.
- VII. Personal books/printed reading materials, issued books (except return/re-issue purpose) are not allowed inside the library.
- VIII. The readers are requested to keep their personal belongings at the entrance of the library. No valuable items, e.g., Laptop, mobile, money, ATM Cards, etc. should be kept inside the bags. If kept, the Library will not be responsible for any such loss.
- IX. Bags, handbags are strictly prohibited in the library.
- X. The library shall not be responsible for any loss or damage to the personal belongings of the users.
- XI. The users should not leave their reading material (e.g., Coaching/ personal reading material, Notes, etc.) and personal belongings on the tables unattended. If found unattended for a long-time, beyond 24 hours, it may be removed by the Library Staff/Security staff during the cleaning of tables, and the library will not be responsible for the same. The same will also be disposed-off using standard procedures.

11. Circulation Guidelines

I. The rules are framed to facilitate and promote, rather than to constrain, the use of Library's collection and services.

II. University Identity Card is must for issue & return of reading materials.

III. Materials issued out from the library are to be returned on or before the due date without any further delay at the Circulation Desk during its working hours.

IV. The user shall be responsible for any damage caused by him/her to the books or any other property belonging to the library. He or she shall be required to pay the penalty imposed upon him/her by the Library Authority. Fine rules are framed, which are currently effective for the overdue books.

V. Reference books, Newspapers and Magazines/Journals should not be taken out of the library.

VI. Any kind of damage of library materials (marking, underlying, and clipping of books) is absolutely forbidden. Fine will be charged as per the decision of the Library management committee.

VII. Readers shall be held responsible for any damage done to the book belonging to the library and shall be required to replace it or pay the value of the book +barcode/RFID tags thereof.

VIII. Absence from the University will not be allowed as an excuse for the delay in the return of books.

IX. The borrowers are requested to check the books & other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.

X. Books or any other issuable item in damaged conditions may not be accepted from the borrower. Mutilated or spoiled books may have to be replaced by the borrower.

XI. The borrower will be responsible for any loss or non-return of any books issued against his/her identity card.

XII. Faculty and staff going on long leave, will have to return all borrowed materials before leaving the University premises.

XIII. No material from the Library should be taken out without proper issue/ recording.

XIV. Any type of violation may lead to a disciplinary action.

XV. Under special circumstances, the librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.

12. Visitor policy

- Consultation facility is available for Research Scholars of other Universities/ Institutions as well as affiliated college of Siddharth University for a short period.
- The Research Scholars should bring recommendation letter from Supervisor/Guide of letter from the concerned Department/Organization.
- The visiting scholar should bring original and vailed photo ID-Passport (Foreign Scholars), and University issued ID (Indian Scholars).
- No book will be issued to the visitor. They can borrow the books only for consultation/ reference in the library reading room

13. Conduct of Library users:

- The Library is to be used for the purpose of academic study and research and for the consultation of subject and other related material.
- Everyone in the library shall respect the rights of other users.
- Anyone using the library shall identify himself on request from any member of the library staff.
- Silence must be strictly observed both by the users in the reading and reference zones of the library.
- Users are not permitted to smoke, consume food or drink and spiting in the library. It is strictly prohibited
- No one shall reserve a working place in the library by leaving library material or personal property on a reading table.
- Every user must return the books/journals in its original place after its use has been served.
- The users shall not write upon, damage or mark any book belonging to the library. Marking, scratching, damaging, mutilating, stealing, library materials, or property will invite disciplinary and financial action against the defaulters.
- The library is not responsible for any loss of any personal property brought into the library.
- These rules are subject to revision/change from time to time without assigning any

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- The library is not responsible for any loss of any personal property brought into the library.
- These rules are subject to revision/change from time to time without assigning any

• reason.

➤ The Librarian is free to take any decision in the interest of the library or University.

Borrower entitlements and overdue charges

Library Users	No of copies	Duration	Fine on Overdue Books		
			Phase I Up to 15 days	Phase II Up to 15 days	Phase III Up to 30 days
Students (UG and PG)	3	30 Days	Rs. 3 Per Day	Rs. 5 Per Day	Rs.10 Per Day
Research scholars	4	30 Days	Rs. 3 Per Day	Rs. 5 Per Day	Rs. 10 Per Day
Faculty	6	90 Days	Rs. 1 Per Day	Rs. 1 Per Day	Rs. 1 Per Day
Officers	4	30 Days	Rs. 1 Per Day	Rs. 1 Per Day	Rs. 1 Per Day
Staff	2	30 Days	Rs. 1 Per Day	Rs. 1 Per Day	Rs. 1 Per Day

- Membership shall be suspended for repeated delay in returning the books.
- Collected fine (amount) will be deposited in library account and will use for the maintenance of the library as per the recommendation of the library committee.

14. Computer section rules and protocols

➤ Playing games/ watching movies on computers is strictly prohibited in the entire Library premises.

➤ Changing the settings and display of the computers kept in the Library is not permitted.

➤ Computer in the library premises should be used for academic purposes only.

➤ Users should not remove/ unplug computer cables/ connections, network cables, and other peripherals/ accessories in the library.

➤ Users must take care of their Pen drives, CD/ DVD ROMs, mobiles, wallets, etc. The library is not responsible for any losses.

➤ Readers are not allowed to share their Internet access ID and Password with other students.

➤ Personal keyboard, mouse, etc. are not allowed inside the library.

➤ Damage to any hardware, software or devices will invite disciplinary and financial action against the defaulters.

15. Weeding Policy

A committee will be formed whenever there is a need for weeding out obsolete books. Weeding of books will be approved by the Librarian/ Library In-Charge.

16. Library Services and Activities guideline

- o The normal hours of operation for the library to be open to the students and faculty will be 9:00AM to 5:00PM
- o During End Term examination period the timing may be extended up to 6:00 P.M. on the request /demand of students.

17. Composition of Library Management Committee

The composition will be as follows:

S. No		Role
1	Librarian/ Library In-charge	Chairperson
2	Deputy Librarian (s)	Member
3	Assistant Librarian	Member Secretary

18. Composition of Library Purchase Committee

All the purchase related with library at SUK will be approved by the Library Purchase Committee.

Composition of the committee will be as follows:

S. No		Role	
1	Vice Chancellor- Siddharth University Kapilvastu	Chairperson	
2	Finance Officer - Siddharth University Kapilvastu	Member	
3	Registrar	Member	

4	All the Deans of the University (Campus)	Member	
5	Director- Research and Development	Member	
6	Two senior Professors from Campus (On rotation basis) *	Member	*For 2 Years
7	Librarian/ Library In-charge	Member	
8	Assistant Librarian	Member Secretory	