



**Jadavpur University Library Rules  
(Amendment) 2015**



**JADAVPUR UNIVERSITY**  
KOLKATA - 700 032  
2016

Reference Section  
20.10.16

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**FOREWORD**

Jadavpur University Library was started along with the establishment of the University in 1955 in order to cater the academic and research needs of the faculty, research scholars, students, officers and non-teaching staff. Since then, the University Library has moved from strength to strength to live up to the expectations of its immediate clientele. It is one of the best-equipped libraries in India.

Recognizing the above library services there should be some suitable, sound and updated Library Rules to organize the Library System of an organization, which are strictly be abided by its users.

Catering the same issues keeping in the mind, previously there was a positional Library Rules of Jadavpur University. At the present scenario, it is needed to be amended in accordance with the decisions taken (i.e. addition, alteration, omission) in the meeting of the Library Committee, Jadavpur University, which were considered and approved by the Executive Council, Jadavpur University, in its meeting [Res.No.-9 dated 03.05.2016] for implementation, under the statutory provision in terms of the Statutes 64(1) of the First Statutes, 1982 under the Jadavpur University Act.1981.

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RULES OF THE JADAVPUR UNIVERSITY LIBRARY  
(AMENDMENT), 2015

**LIBRARY RULES**

Now, the booklet named Jadavpur University Library Rules (Amendment) 2015 is published by the Registrar of our University for its users' necessary cooperation and enjoying library facilities following the same subsequently.

Manilal Murmu  
Chief Librarian (In-Charge)  
& Secretary, Library Committee  
Jadavpur University  
15.06.2016

These Rules are submitted in its 4<sup>th</sup> meeting for consideration and recommendation by the Library Committee constituted under the Statute No.64 Sec. (1) and getting approval of the Executive Council of the University under the provision of the First Statutes, 1982 under the Jadavpur University Act, 1981(W B Act XXIV of 1981) and approved by the Chancellor vide notification Nos. 2167-Edn (u) dated 9.8.1985 and 2168-Edn (u) dated 9.8.1985.

**Rules of the Jadavpur University Library (Amendment) 2015, subject to inclusion, alteration and omission of previous rules have been accepted by the Library Committee in its 4<sup>th</sup> meeting on 03.02.2016.**

**Hereinafter, the Rules of the Jadavpur University Library (Amendment) 2015 subject to inclusion, alteration & omission of previous rules have been approved by the Executive Council in its meeting Res. No. – 9 dated 03.05.2016, as circulated in Annexure-“X”, for implementation accordingly.**

**A. PRELIMINARY**

**A.1 Citation**

These Rules are made under the Statute No. 64 Sec. (2) — and may be called as the “Library Rules”.

**A.2 Commencement**

These Rules take effect when these are promulgated in accordance with the approval of the Executive Council of the Jadavpur University [ Approved by EC vide Res.No.-9, dated 03.05.2016]

### **A.3 Definition**

In these Library Rules —

“**The Library**” means the University Library, and includes a reference to all the Library sites under the management control of the Chief Librarian.

“**Library Resources**” includes all resources collected, preserved made available to library users by the Library, regardless of format, including books, journals and periodicals, papers, audio-visual and electronic resources, and other facilities including furniture and equipment available in the Library.

“**Library User**” means an individual (e.g. own University Teacher, Officer, Student, Non-teaching Staff or Researcher) authorized by the Chief Librarian to use library resources and facilities.

“**Reciprocal User**” means a student or staff member of another educational institution with which the University has currently reciprocal library arrangements.

“**Affiliated User**” means a permanent staff member of an organization approved as a library user by virtue of that organization’s affiliate to or association with the Jadavpur University.

#### **Library Hours for all Sections of CL & SLC Library:**

1. The working hours of the University Library shall ordinarily be as follows:

#### **Day Normal Hour of Central Library & Salt Lake Campus Library**

- a) Monday-Friday : 10 A.M. to 5.30 P.M. daily**
- b) Saturday : 10 A. M. to 5.30 P. M. No extended hour duty**
- c) Sunday : 11 A. M. to 6.00 P. M. No extended hour duty**

#### **Extended Hour: CL /SLC Library**

- d) Monday-Friday: 5.30 - 8.30 P. M. 5.30-7 P. M daily**

Reference, Circulation, Reading Room (Gr. Floor), CDLD, Serials Sections and Check Counter will be kept open on all Saturday & Sunday except university holidays.

Ordinarily, during extended hours, Library services will be kept open at Reference, Circulation, Reading Room (Ground Floor), CDLD Sections & Check Counter daily.

#### **Departmental/Seminar Library:**

##### **Day Normal Hour**

- a) Monday to Friday: 10 A. M. to 5.30 P. M. daily**

##### **Extended Hour**

- b) Monday to Friday: 5.30 to 7 P. M. (where applicable) daily  
5.30 to 8.30 P. M. (Lib. & IS Dept.) daily**

Library services of all Sections/Depts. will be kept open on all working week days except University holidays;

But the Central & Salt Lake Campus Library service will be kept open on Saturday & Sunday also as mentioned above.

[Ref. Library Sub-Committee meeting dated-12.06.2007 and EC Res. No. 30, dated 11.07.2007].

**Library Recess:** From 2.30 P. M. to 3.00 P. M. (to be scheduled as in normal practice in Library)

[Ref. No.: REC/N/001/2010, dated 04/02/2010].

(**Note:** Under urgent, abnormal and unforeseen circumstances, the Library or any Section of the library may be opened later or closed earlier than the scheduled hours or suspended the services, for the

time being or the period under consideration of revealed situation, by the Chief Librarian in his discretion with prior notice.)

### **Library Membership**

- a) All the members of Jadavpur University willing to enjoy any facility from & of the Library System, in present or in future, he/she must have a registered membership card of the University Library or obtained a permission, in case of purely temporary on recommendation of concerned authority, from the Chief Librarian; in absentia of Chief Librarian, Librarian or Associate Librarian may be done so; as the case may be.
- b) Eligible candidate should collect his/her library cards, on registered library membership at the time of starting his/her attachment or other-wise (i.e. staff or students) to Jadavpur University to avoid any complexity in future as and whenever it will be required for Library Clearance.
- c) Related to Library Membership (campus-wise) all official works will be done and maintained by Registration Section of Central Library and Salt Lake Campus Library respectively.
- d) All users, who intended to be a Library Member of JU, are required to fill up the prescribed Form for his/her Library Membership and copy of supporting documents i.e. money receipt of library deposit from recent enrolled students and others; credential of the person concerned from non-J. U., all Ex-Student, Research Scholar, Staff, Alumni and permanent address proof, passport size of recent photograph, etc., should be attached and submitted to Staff-in-Charge of the Library Membership Registration Section, Central Library. In case of Jadavpur University Employees, they should have to submit their copy of appointment letter only to Library Membership Registration Section, Central Library.

## **II. Loan of Library Books and other reading materials of the Library collection:**

### **GENERAL RULES**

- a) Manuscripts, Reference Books, Old and Rare books and valuable books, out of print books, costly Art Books with plates, Standards and Specifications, the Reports, Thesis and Dissertations & those kept in the Reading Room, Reference, Thesis & Back Volume Sections, as well as current numbers of subscribed loose print periodicals kept in Serials Section shall not ordinarily be issued. But some of the above documents, whenever be applicable, if so, however, may be issued on loan under the tied system of inter-library loan with tied the institutions on prior permission of legal concerned authority of the University.
- b) On recommendation and responsibility of a Head of a Department / Supervisor (in case of the thesis), however, any such item excepting brittle manuscripts, Old & Rare collections and valuable book, out of print books, costly Art Books with plates, Standards, Specifications, the Reports, Thesis and Dissertations can be accessed in the premises of the available section following the Library Rules with the necessary permission of Chief Librarian; in absentia of Chief Librarian; Librarian / Associate Librarian may be given such permission considering urgent need of such user. The bound or unbound back numbers of subscribed periodical (s) may not similarly be issued, but, if it is issued in exigency for a short period not exceeding to three days then on expiry of due date, the once issued or lent books must be returned back intact to concerned Section of Central Library without fail on the day of the specified due date.

#### A. Faculty Members, Research Scholars and Staff Members

- i) Every member of the Faculty, Academic Administrator & other Staff is entitled on registration as Library Member by producing his/her appointment letter, to use of the Reading Room and the Reference Section; as well as to borrow books from the defined Library of each category.

Such a member will not be entitled to keep with him/her, on loan, more than 5 volumes from the Central Library and 10 volumes from Seminar/Departmental Library; but not more 5 text books (out of 10 books) which have to be returned on demand within three days, at a time for one month.

[Ref. EC. Resolution No.81, dated 22.09.2004].

But under multiple cards system, now, a willing faculty member will be entitled to retain not more than 5 books for six months on special provision under his/her declaration issued from either Central Library or Salt Lake Campus Library only or loan of books can be altered in written option on his/her choice. Each book will have to be returned within due date of the date of issue. He will not be entitled to take on loan any book prescribed as text or as confined to the library.

- ii) In case of the interdisciplinary subject, if a Faculty Member willing to issue book (s), on loan, from such other department then he/she should write an application opting his/her necessity of demand to the Chief Librarian/ Librarian for such permission and specified card(s) will be deposited at the related Departmental Library for ensuring the circulation process.
- iii) Every member of the research scholar and fellow enjoying stipend or scholarship is entitled on registration as Library Member by producing his/her Research Scholar Registration

certificate, to use the Reading Rooms and the Reference Section; as well as to borrow the books from the Library. Such a member will not be entitled to keep with him, on loan, more than 5 volumes from the Central Library and Seminar/ Departmental Library all together at a time for fifteen days. Each book will have to be returned within due date of the date of issue. He will not be entitled to take on loan any book prescribed as text or as confined to library.

- iv) The period of loan may be extended for an additional one month or fifteen days as applicable, on request, provided there is no demand. A book on loan during the extended period may be recalled at any time in exigency.
- v) Books not yet processed, will not be lent out. In special circumstances, such a book may be issued for a period specified by the Chief Librarian following the book lending rules of the library.
- vi) To ensure a due compliance with the above library rules, the Chief Librarian will seek the cooperation of the heads of departments in securing the return of overdue books from members of their respective Departments as and when required.
- vii) A member of the University staff other than teaching staff and paid research scholars will not be entitled to keep with him, on loan, more than three volumes from Central Library and Departmental Library all together at a time for one month and fifteen days respectively. Non-Teaching staff of the University are entitled to issue books, on loan, 2 vols. from Central Library and 1 vol. from Dept. Library and paid research scholars 3 vols. from the Central Library respectively.

viii)

(a) Research Fellows or Research Assistants without any stipend and teachers of other institutions engaged in research work in the University with permission of the authorities are entitled on registration, to use of the Reading Rooms and Reference Section of the Library.

(b) They may also take books on loan to the maximum limit of 5 volumes at a time, for a period of fortnight only, by making a deposit of Rs.1000.00 (one thousand) only, which is refundable, with a written recommendation from the teacher under whom he/she is working.

ix) An Academic Administrator of University i.e. Officer, is entitled to issue books to enjoy library facilities, on loan, up to 10 vols. of publication at a time for one month in his/her safe custody from Central Library and should be returned on due date.

[Vide EC Res. No. 81, dated 22.09.2004 & Circular Ref. No.: REC/N/92/2005, dated 20.04.2005].

**B. Teaching Staff of APC Polytechnic and Regional Institute of Printing Technology, Jadavpur and other Universities, Colleges, Schools, Govt. Employees & Research Scholars outside of the J. U. in the state of West Bengal**

ix)

(a) The Teaching Staff of the APC Polytechnic and Regional Institute of Printing Technology, may on registration, make use of the Central Library Reading Room and Reference Section.

(b) Only on recommendation of the Principal of the respective institutions of viii (a), who shall stand as guarantor or by depositing a refundable Library Caution Money of Rs.2500.00

only, and so, such teaching staff may be allowed facilities for borrowing books, not more than 2 volumes at a time, for a period of fortnight only.

(c) The teaching staff of other Universities, Colleges, Schools, Govt. Employees and Research Scholars other than Jadavpur University in the state of West Bengal may also, on registration, make use of the Library Reading Room and Reference Section

(d) Only on recommendation of the Competent Authority of the respective institutions of viii (c) who shall stand as guarantee or by depositing a refundable Library Caution Money of Rs.2500.00 only, and so, such teaching staff, employees, research scholars may be allowed facilities for borrowing books, not more than 2 volumes at a time, for a period of fortnight only.

Membership fee for a calendar year is Rs.240.00 for the viii) (a) & ix) (c) users and the said membership is to be renewable annually on payment of same renewal fee.

**C. University Students**

x) Any student of the University including a casual student, on registration, will be given one reference card entitling him to use Reading Rooms. But on depositing of Rs.500.00 as Library Deposit, which is refundable (EC Res. No. 21(a), dated 16.12.2009), he/she will be given 5 loan cards for the UG student and 6 loan cards for the PG student, of which he/she will be entitled to borrow books at the ratio of UG is 2:3 and PG is 3:3 from Central Library & Departmental Library respectively for home-use at a time or on his/her demand for the period of fortnight.



As per recommendation of the concerned HoD of the Department, Adult, Continuing Education & Extension and approval of the competent authority, the Library Caution Money Deposit for the said Department's per student will be Rs.500.00 only, as it depends upon the nature & duration of courses.

- xi) The Library deposit is refundable to the student at any time, on his/her obtaining the "No dues Certificate" from the Central Library that he/she has returned books with him/her and that he/she has returned all the library membership cards issued to him/her.
- xii) For the loss or non-return of any library membership card a student will be charged Rs.50.00 per card and for getting a duplicate card or no dues certificate from the Central Library, on submitting a F I R (GD) notice, recorded on his/her card(s) lost application as accepted by a local Police Station.
- xiii) Once issued Library Membership Cards are not transferable; Cards will be issued, on submission, of the Fee Book/Slip to the Staff on duty, Membership Registration Section of the Library. Every student shall have to fill up and sign a prescribed Form for the purpose available in the Section and submit subsequently.
- xiv) Only books, fully processed and shown in the Card Cabinet or on the database may be issued for home use. Rare and Old books, Valuable books, Art books with plates & Reference books are excluded from the issuing category.
- xv) A student will not be entitled to keep with him / her, on loan, more than 5 or 6 volumes at a time respectively (i.e. 5 vols. for UG & 6 vols. for PG students).

- xvi) The Loan Card is to be surrendered by the user at the Circulation Counter wherever a book is taken on loan. It will be returned to the student on his/her returning the lent book to the library in good condition on or before due date as mentioned on the date slip of the lent book.
- xvii) Each book issued to a student must be returned within fortnight from the date of issue.
- xviii) A book may be re-issued & period of loan may be extended for another fortnight, on request, provided there is no other demand for the book, till the time of request, to be re-issued.
- xix) Students retaining the books beyond the specified period shall be required, unless wholly or partially exempted by the Chief Librarian, to pay a fine at the rate of thirty paise (30 P) per volume, per day for 1<sup>st</sup> month & if the amount incurred for over-due fine in fraction then it would be rounded off or to next rupee for payment. But beyond the 1<sup>st</sup> month if he/she retained so then rate will be 50 p. in same manner.
- xx) Students held responsible for the loss, damage, defacement or mutilation of book in his/her custody shall be liable to compensate, by replacement as same copy or latest edition of the lost book or deposition of price. The respective Library will calculate the price for the book (s) in such a way as may be determined by the Chief Librarian or following the Library Committee as the decided price calculation procedure for the purpose time to time.
- xxi) At the time of borrowing a book/s, every student is expected to examine it carefully and immediately bring to the notice of the Officer-in-Charge or Section-in-Charge of the Circulation Section, in which any mutilation, defacement or damage, found in the book/s; otherwise, the person to whom the book/s was

last issued will be held responsible for any damage, defacement or mutilation, detected at the time of returning in due course.

- xxii) Students should consult the Card Catalogue (Author, Title or Subject Indexes) kept in the Card Cabinet or OPAC outside of the Circulation Section, for finding out the Call Numbers of the books required by them to fill in the Book Requisition Slip/s and drop the same every day, in the special wooden box provided for the purpose. Incomplete requisition slip/s cannot ordinarily be attended to.
- xxiii) Books will be issued ordinarily from 12.30 P. M. to 2.30 P. M. and 3.00 P. M. to 5.30 P. M. for the requisition slip/s received by 12 Noon on that day or after receiving requisition slip/s by one hour on that day under consideration of feasibility. In the extended hours (evening shift from 5.30 P.M. to 8.00 P.M.), requisitioned books will be issued ordinarily after receiving the requisition slip/s by one hour on that day. For requisition slip/s received after 3.00 P. M. on that day sifts, the books will ordinarily be issued on loan between 10.30 A.M. to 12 Noon on the succeeding working day.
- xxiv) A student may register a demand for any book, which is already on loan and, after returning, such book will be issued to him/her according to the priority of registration of demand.
- xxv) No student will be allowed access into the Stack Room without the prior permission of the Chief Librarian.
- xxvi) A student may submit his/her, more than one, requisition slip/s at a time, to enable him/her to borrow any book of his/her choice.
- xxvii) Students of the part-time Degree Course (Evening) shall have equivalent facilities for the use of the Library under the rules and conditions mentioned above.

#### D. Ex-students, Ex-stuff and Alumni of the University

xxviii)

- (i) Any ex-students, ex-stuff of the Jadavpur University or member of the Alumni Association, applying for facilities of borrowing books from the University Central Library, may be given special permission at the discretion of the Chief Librarian upon depositing an amount of Rs.1000.00 as refundable "Caution Money" for getting membership card to enjoy the loan facility, not more than 2 books or specified for the same, not more than the period of fortnight. Such a membership mentioned above is yearly renewable on depositing renewal fee for Rs.50.00 only.
- (ii) They may, however, use the Reading Rooms and Reference Section of the University Library on both Campuses as it's feasible, on being permitted by the Chief Librarian to do so.

#### E. Students of Jadavpur APC Polytechnic

- xxix) On recommendation of the Principal, a student of the Jadavpur A P C Polytechnic may en-roll himself/herself as a member of the University Library, under the same rules and conditions covering library membership of the University Students.
- xxx) He /She will not, however, be entitled to borrow more than one book at a time for the period of fortnight in the same manner of book circulation. Lent book will be returned on due date.

#### F. Founder Members of the University & Book Donors

- xxxi) A Founder Member of the University or a Book Donor himself / herself, may borrow 4 books at a time, after getting Library Membership on being permitted by the Chief Librarian.



following the Library Rules, for the period of a fortnight in the same manner of book circulation. Lent book/s will be returned on due date.

## II. Use of Reading Room Section

- i) Members of the University Staff shall use the Faculty/Reference Section Reading Room in the 2<sup>nd</sup> floor of the Central Library and put signature on the register provided for the purpose at the time of entering the Reading Room.
- ii) Students shall use the ground floor Reading Room of Central Library where a large number of text-books on the different subjects, parallel studies and reference books have been kept on open or in closed shelves for their use.
- iii) A student must produce his/her Reference Card to the Officer-in-Charge or Staff on duty of the Reading Room and put signature on the register provided for the purpose at the time of entering the Reading Room.
- iv) A student may take from the ground floor reading room collection one book to study in the Reading Room at a time, after surrendering his/her Reference Card and the book card, of which he/she is wishing to study the book, to the Officer-in-Charge/ Staff on duty of the ground floor Reading Room. No requisition slip is necessary for the purpose.
- v) While studying in the Reading Room a student may also requisition any book from the stack of Circulation Section as necessary as for his/her study. Such requisition should be submitted to the Officer-In-Charge/Staff on duty of the Reading Room, who will arrange for the supply of such book. After studying the supplied such book from Circulation Stack, the book will be returned immediately.

- vi) Books kept in the Reading Room cannot be issued for home use. In special cases, however, Chief Librarian may be allowed, in his discretion, to overnight issue only any such book at-last working hour, provided that it must be returned next morning or next working day at 10.30 A. M. & no book will be issued as attaining next day is university holiday or other such situation. Such issue will be made against his/her Loan Card only, on requisition slip, and not allowing the borrower to exceed the limit of one book at a time for home use.
- vii) Any student misusing this facility of overnight issue will be fined @ Re. 1 per day per book as overdue fine and will be refused such facilities in future.
- viii) The reader will be held responsible for any damage, loss, defacement or mutilation of any book, while it is in his/her possession.
- ix) When there is any increase in demand for a particular book/s in the reading room collection, the Officer-in-Charge/Staff on duty of the Reading Room shall regulate the use of such demand book/s in such a manner that, it is not monopolized by any reader.
- x) Books kept in the Reading Room collection shall not ordinarily be issued to the University Staff. Only, in cases of emergency, the Chief Librarian may allow a short-term loan, without prejudicing the interest of the students.
- xi) A student not in possession of his/her Reference Card temporarily, may be, obtain permission from the Chief Librarian on written application to use the Reading Room or CDLD Section for the day/time being.

- xii)
  - a) Only the books not available in the Reading Room collections and those requisitioned by the reader from the Circulation Stack Room can be consulted in the Reading Room on special arrangement.
  - b) Personal books, books belonging to other libraries, Xerox materials and the books of University Library already borrowed against Loan Card as well as Flat Files or any Cover Files shall not be taken inside the Library/Reading Rooms.
- xiii) For reading anything mentioned in category xii b), the students shall use the seats to be specified by Chief Librarian.
- xiv) Readers are not allowed to take anything inside the Library/Reading Rooms, excepting their writing papers, note books or exercise books.
- xv) Current issues of the subscribed Journals and Periodicals displayed in the Serials Section's Reading Room (1<sup>st</sup> floor), as well as the unbound issues of journals, must be consulted in the Reading Room. These are never intended for home issue.
- xvi) Bound volumes of subscribed Periodicals will, however, be treated as books, for the purpose of consultation in the Bound Volume Section Reading Rooms meant for books only. The Reading Rooms are in mezzanine floor of old building, ground floor and 2<sup>nd</sup> floor of annex building, Central Library.
- xvii) Only members of the University Library, duly registered, shall have access into the Reading Rooms showing his/her Reference Card. No outsiders should be allowed or taken inside without the knowledge and permission of the Chief Librarian on written application or knowledge of the Officer-in-Charge or Staff on duty of the Reading Room.

### III. Reference Section

- i) The Reference Section is located in the 2<sup>nd</sup> floor old building. Faculty Reading Room and the other areas for advanced studies shall have on open or closed shelves all types of conventional and updated reference tools, as well as, standard subject references and classics. They are exclusively meant for consultation in the Reference Section only and must not be removed to any other places without the permission of the Chief Librarian. Reference Card of users is necessary to use the Reference Section.
- ii) Any student in need of consulting any book kept in the Reference Section shall obtain the permission of the Chief Librarian or Officer-in-Charge or Staff on duty of the Reference Section, for the purpose. His /Her Reference Card entitles him/her to the use of the Reference Section in addition to the facilities provided in the Reading Rooms.
- iii) As in the case of Reading Rooms, readers of all categories using the Reference Section are not allowed to take anything inside, excepting their writing papers, note books or exercise books.
- iv) Books consulted, must always be left on the table and should not be restored by the reader. The attendant (s) in the Reference Section will do the job.
- v) For access to books kept in the locked almirahs in the Reference Section, the Section-in-Charge or Staff on duty of the Section should be approached.

### IV. Research Rooms & Study Carrels

- i) University Research Fellows and Research Scholars enjoying research stipends or scholarships, University Teachers and

Teachers from outside institutions engaged in research work in this University with the approval of the authorities, may use the Research Rooms and Study Carrels.

- ii) There will be twenty four research seats, two each in the eight research rooms and one in each of the study carrel, for allotment to research workers.
- iii) The seats will be allotted to persons applying for the same, by the University Library Committee, on recommendation of the Chief Librarian, strictly in order of priority of application and according to the rules framed for the purpose by the Library Committee.
- iv) Library books and other reading materials necessary for research work shall be issued for use within the precincts only, in the name of the person using them, who would be solely responsible for their safe custody.
- v) If urgently required, the Chief Librarian may recall any book so issued.
- vi) The occupant of a research seat shall forfeit his/her reservation, if he/she does not utilize the facilities regularly, or if he/she is found to be absent for more than 30 days without any intimation to the Chief Librarian.

#### V. Departmental Cubicles

Departmental Cubicles in the Reference Section or Faculty Reading Room in 2<sup>nd</sup> floor of the old building, Central Library are meant exclusively for the use of University teaching staff. Books & Journals kept in such cubicles are meant for reference and consultation and not for home use.

#### VI. Registration Section

- i) Issuance of Library Membership Cards and Final Clearance Certificate of the library membership is under the responsibility of Membership Registration Section. These shall be issued only either from Central library or Salt Lake Campus Library to the users after getting the money receipt and on recommendation of prescribed form or provisional library clearance from Departmental Library (as applicable) respectively.
- ii) All students including drop-out students (if any), all categories of Research Scholars and Staff Members leave the University either on completion his/her study or service or otherwise should obtain a Library Clearance Certificate after surrendering their cards.
- iii) Staff Member of the University who leaves University either permanently or temporarily on study leave or on lien should obtain a Library Clearance Certificate after surrendering his/her cards as per rules of the Jadavpur University Library.
- iv) Non-Teaching Staff once/more, who engaged in a Department, having library by transfer or other-wise, should have to obtain Departmental library clearance before leaving the Department by transfer or other-wise to avoid consequential complexity.
- v) Academic Administrative Officers and Non-Teaching Staff of the University, having no facilities from the Department / Seminar Library, will not be required to obtain "No Dues Certificate" from Departmental Library.
- vi) Before issuing "No dues Certificate"/ "Library Clearance Certificate", from Membership Registration Section, the non-member (s) of the Central Library, J U will not have to take

clearance from the different Sections of the Central Library except Circulation Section. In all cases, Clearance from the Circulation Section is mandatory.

[Ref.: EC Res. No. – 9, dated 03.05.2016 as approved as in Annexure- “X”].

## **VII. Procurement and Accession of Books and Journals**

- i)** All Books & Journals and other documents, etc., should be procured on recommendation of the Head of the Department of each concerned Department, in case of Schools, Centres and Projects, the procurement is processed on recommendation of the Directors/Coordinators.
- ii)** In case of Books & Journals of Central Facilities, all procurement in this matter should be done on recommendation of Chief Librarian keeping in mind of the demands of users.
- iii)** All Books & Journals and other documents should be accessioned centrally at Central Library and Salt Lake Campus Library as well as processed and passed the bills within the provision of allotted fund through Central Library and Salt Lake Campus Library respectively.
- iv)** Department/Seminar Library to be fixed for preservation of permanent lent books and other documents received from Central Library for circulation of books (issue & return) and use.
- v)** Whenever a programme involves a particular department, the concerned departmental library will be entrusted with the job of procurement of documents (filling up the requisition slips, checking the books, challans and bills, etc.) and send it along with book(s) to Central Library for accessioning & final

processing. On the other hand, whenever the situation will come to expedite the accessioning of procured books, considering the work load of the Central Library & urgency, concerned Departmental Librarian should come at Central Library and assist to accession the books of the concerned Dept. time to time. If a programme is not related to any particular department, but the department of which the Coordinator/Director (School /Centre/Project) belongs be fixed for the purpose will do the job in the same manner and send it to Central Library for accessioning and processing the book(s).

**vi)**

**(a)** The books purchased under this programme would be stored in the separate almirah(s) of the departmental libraries and books would be issued for one month and returned on due date.

**(b)** But, in case of the personal project after completion of all processes, the book(s) will be issued, on loan, in the name of Project Director/Coordinator either from Central Library or Salt Lake Campus Library or Departmental Library (provided after receiving the book(s) by the Dept. Library) for the period of duration of project and the lent book(s) would be returned after completion of each project to the issuing library.

**vii)** Under “Excellence Scheme”, the book(s) purchased, accessioned and processed by the Scheme Coordinator would be shelved in separate almirah(s) of the departmental libraries with having a record of the book(s) and would be issued, on loan, only to the members of the Programme/Centre, each member four books at a time for one month & returned on due date, as provided list containing the names of the Coordinator

and other members. The books could be consulted by other library-card-holders within the holding library premises.

[Ref. No.: REC/N/294/2004, dated 25.11.2004 and REC/N/299/2004, dated 6/7.12.2004].

- viii) All Heads of the Departments with recommendation of the Department Library Committee shall prepare the list of requisite books for departmental procurement. If the books are not available in the local market, then online purchase may be made with the suggestion of Chief Librarian.

[Ref.: EC Res. No.-9, dated 03.05.2016 as approved as in Annexure- "X".]

### VIII. General Attention

- i) While in the Library, all persons shall observe basic and elementary principles of library ethics, obey the rules and procedures of the library and submit to discipline enforced by the Chief Librarian.
- ii) Talking, sleeping, smoking or loitering, using of mobile phone in the Library and assembling in front of the Library is not allowed.
- iii) While entering the Library, all the personal effects, such as attaché cases, bags, portfolios, satchels, umbrellas, flat files or file covers, Xerox documents, etc., books not belonging to the University Library; books borrowed from the University Library but not meant to be returned to the Library shall be deposited at the Check Counter and a numbered token obtained from the attendant at the Counter.
- iv) Facilities provided for depositing personal belongings at the Check Counter can be enjoyed only for the period the depositor is actually present in the Library.

- v) Articles deposited at Check Counter must, in all cases, be taken back when the depositor leaves the library or at the most before the library is closed for the day.

- vi) Although all possible care will be taken for the safe custody of the articles deposited, the administration does not accept any responsibility for any damage or loss of the same. It is advisable not to bring valuable things to the library and deposit them with the attendant at the Check counter.

- vii) Persons given token in lieu of an article or articles deposited shall be held responsible for loss or damage of any token while in their possession. A fine of Rs.50/- will be charged for loss or damage of a token.

- viii) Loss of token should be immediately brought to the notice of the Chief Librarian so that necessary steps may be taken to stop the delivery of article or articles deposited against the token to a person presenting the lost token. Delay or failure to do this may result in delivering the article or articles to a person, on presentation of the lost token. The administrator does not take any responsibility in the latter case.

- ix) Readers of all categories must register their present & permanent address at the Library Membership Registration Section, Central Library and Salt Lake Campus Library on feasibility and notify the Library of any change, in writing.

- x) Library Cards, both Loan and Reference, are not transferable.

- xi) In case of loss of a Library Card a duplicate one may be issued, for which a fee of Rs. 50/- only be charged. For getting Library Card a duplicate one, an application should be submitted to the Chief Librarian along with a copy of recorded complain notice from local police station as lost proof.

- xii) If at the time of withdrawal of Library Deposit, a member fails to return the Library Cards, a fine of Rs. 50/- only per card will be deposited.
- xiii) If a depositor does not claim refund of his/her library deposit money even after three years of cessation of his/her studentship, the deposit will lapse automatically.
- xiv) Books of the University Library may be issued to other recognized libraries, on inter-library loan system, on reciprocal basis only.
- xv) The Library Rules framed above may be altered or amended or new rules may be added to the existing ones by the Library Committee as and when required time to time, which shall be effective and binding on all concerned.

Library Professional Staff Structure of the Jadavpur University & strength (sanctioned post) (as on 31.03.2015) is: 5 (i.e. 1\*+2\*+1\*+1\*\*) + 64(i.e. 27+28+9)\*\*\* = 69 (\* + \*\*+\*\*\*)

#### Hierarchy of Library Professional Staff

SL. No.	Desig. & Strength of Sanctioned Post	Status
1	Chief Librarian- (1)*	Academic (UGC), (Tier-I)
2	Librarian-(2)*	Academic (UGC), (Tier-II)
3	Assoc. Librarian- (1)*	Academic (UGC), (Tier-III)
4	Inform. Scientist (1)**	Officer (Tier-III)
5	Superintendent Library Services- (9)***	Non-Teaching (Library Professional)
6	Assistant Librarian, Gr. – I- (28)***	Non-Teaching (Library Professional)
7	Assistant Librarian, Gr. – II- (27)** *	Non-Teaching (Library Professional)



### Composition of Jadavpur University Library System

(As on 31<sup>st</sup> March, 2015): Total No. of Library : 42

#### Jadavpur University Main Campus

Description of Library	No. of Library
Central Library	01
Dept./Seminar Library	33
School Library	05
Centre Library	00
<b>Total Library</b>	<b>39</b>

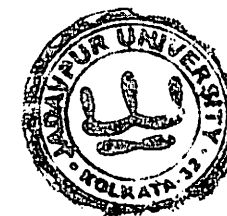
#### Jadavpur University Salt Lake Campus

Description of Library	No. of Library
S L Campus Library	01
Dept./Seminar Library	00
Academic SC Library	01
School/Centre Library	01
<b>Total Library</b>	<b>03</b>

Jadavpur University Library System has a Statutory Body, in the name of Library Committee with full power and functions to framing, amendment Library Rules time to time for development of the Library System.

Department/Seminar Library has a Library Sub-Committee with full execution power and functions, development of Department / Seminar Library under the Library Rules of the University.

Salt Lake Campus Library has a provision of Library Sub-Committee with execution power and functions, development of Campus Library under the Library Rules of the University.





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