

## **Rules and Regulations of Library:**

### **1. Membership**

Only GBU Students, Researchers, Faculty and Staff as registered members are allowed to use the Central Library.

Registered Members must produce his/her Identity Card at the entrance of the Library failing which admission may be refused.

Special care should be taken that the Identity Card/Membership Card is not misplaced or lost. If a membership card is lost, it must be reported immediately to the Library to avoid any misuse.

### **2. Circulation**

Readers are responsible for books issued against their names.

Library reserves the right to recall any issued book even before the due date.

The material such as rare books, theses, dissertations, loose issues of periodicals etc. marked for consultation shall not be issued.

Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.

### **3. Overdue Charges and Fine**

All the books on the loan shall be returned on or before the due date marked on the Due Date Slip pasted in the book, failing which overdue charge of Rs. 5/- per book per day shall be charged.

The reading materials issued for overnight should be returned on due date failing which the overdue charges of Rs. 5/- shall be charged for the first day. From the second day onwards, charges shall be Rs.10/- per day per document.

Membership shall be suspended for repeated delay in returning the books

#### **4. General Rules**

- I. All the members are required to maintain proper discipline in the library premises, and observe library rules.
- II. Silence shall be observed in the library.
- III. Users found talking loudly, shouting or quarreling or including in eve-teasing or any other act of indiscipline shall be liable to be punished as per University Rules.
- IV. Smoking/Spitting is strictly prohibited in the library.
- V. Damage to the library property may lead to the withdrawal of library membership. In serious cases, a heavy fine and other disciplinary action will be levied/ taken.
- VI. The use of mobile phones is not allowed in the library.
- VII. Only light writing material shall be allowed inside the Library, Personal books, issued library books not meant for return, files, raincoat, umbrella etc. shall be kept at the Property counter.
- VIII. Any member who is guilty of taking a book out of the library without authorization shall be liable to disciplinary action and withdrawal of library privileges and/or fine. University librarian shall impose any one or more of the following penalties, in case of indiscipline:
  - a) Warning (by the librarian)
  - b) Fine
  - c) Temporary or permanent withdrawal or cancellation of library membership.