

Date: 14 July 2025

LIBRARY RULES & REGULATIONS

1. Library Admission Guidelines

- 1.1. Users are requested to carry their ID card every time they visit the library. Also, it is required for borrowing books from the library. User will get an Email alert from the library system at the time of check out and check in of books. In case of delay in getting Email alert, please contact the respective library in-charges immediately. The library system also generates reminder Email on due date of the books. Users are advised to return the issued books to the library on or before due date.
- 1.2. Currently, Chandigarh University (CU) has 16 libraries in its library system. Users can issue books from any of these libraries, but they must return the books to the same library from which they were issued.
- 1.3. Users are not allowed to carry their personal belongings except laptops and valuable items inside the library. Their belongings should be deposited at the baggage counter.
- 1.4. Members are permitted to take inside the library their personal books for consultation subject to necessary checking each time while taking in and taking out the personal books.

2. Library Timings

To avail the service offered by the library, the user must be familiar with libraries hours.

Day	Library Timing	Issue/Return Timing	Library
Monday - Saturday	7:00 am - 10:00 pm	Upto 8:00 pm	B1
Monday - Saturday	9:30 am - 4:30 pm	Upto 4:00 pm	All
Monday - Saturday	9:30 am - 10:00 pm	Upto 8:00 pm	C3, D6
Monday - Saturday	9:30 am - 8:00 pm	Upto 7:00 pm	E2
Sunday	9:30 am - 4:30 pm	From 11:00am-4:00 pm	B1, C3, D6
Holidays	9:30 am - 4:30 pm	From 11:00am-4:00 pm	B1

3. Library Membership & Loan Privileges

- 3.1. All the active fraternities (i.e. students, researchers, faculty, and staff members) of Chandigarh University are automatically enrolled as the members of CU Library without any additional charges.

- 3.2. As of now, the following types of membership is offered by library:

Category	Maximum borrowing limit	Loan period*
UG Student	03	21 days
PG Student	04	30 days
Research Scholar	05	30 days
Academic Staff	06	180 days
Non-Academic Staff	03	60 days
Alumni	02	5 days

***Note:** Irrespective of member category and loan period, all the books should be returned at the end of the semester, i.e. 30 June and 31 December.

3.3. *Renewal of Books* - In addition to the loan period stated above, library users have the option to renew a particular book twice, for a period of 14 days each time, subject to availability and on condition that they are not reserved by other members.

3.4. *Book Hold Policy* - Users can place holds on checked-out books. Notifications sent upon return. Holds must be picked up within 1 day. Maximum 2 unique titles per user.

3.5. *Toppers Card* - For top-performing students, library offers following special benefits through the Toppers Membership. To qualify, students need to submit their current semester DMC.

Criteria	Benefits	Loan Period
8.0 and higher CGPA	Additional 2 books can be issued	Throughout the semester
9.0 and higher CGPA	Additional 4 books can be issued	Throughout the semester

4. Library Overdue Charges:

4.1. If a book is not returned within the due date, the Overdue charges will be charged as follows: Rs. 5/- per day per book.

4.2. A maximum of Rs. 400/- due fine is acceptable for a borrower's account after that the library account (in Koha) will be blocked and no further transactions will be allowed.

- o For students, it is mandatory to return the books within one month of their library account being blocked. Failure to do so will result in the deactivation of their CUIMS account, which will remain inactive until the book is returned.
- o For staff members, it is also mandatory to return the books within one month of their library account being blocked. If not return within this period, the details will be forwarded to the Higher Authority, HR Department and ED/AD/Director/HOD for further action.

4.3. Members must replace lost or damaged books with the same or latest edition. or paying double the original cost plus late fees, replacement by photocopied / old book will not be accepted.

4.4. If the book lost or damaged is one of the volumes of a set, the member shall have to compensate the cost of the whole set.

4.5. No fine waivers will be considered, except in extreme cases such as verified medical emergencies, which must be supported by proper documentation.

5. Regarding the Book Theft Penalty

5.1. In case, a student is caught engaging in the book theft incident (removing a book without permission), the following penalties will be enforced

- o First Offense: A fine of Rs. 500/- will be imposed

- Repeat Offenses: For subsequent offenses, the student will be required to pay full cost of the stolen book along with a fine of Rs. 2000/-.

6. Damage RFID Tag

- 6.1. All books are security enabled, for any kind of damage in the security system, the library will charge Book cost (min Rs. 500/-)+ cost of the RFID tag as a fine per book.
- 6.2. Use RFID-enabled check-out/check-in for circulation. For information on how to use the kiosks, contact to the circulation staff.
- 6.3. The borrowers are requested to check the books thoroughly before checkout. Any damage should be reported to library staff. The last borrower shall be liable for any damage found on the loaned items.

7. Night Permission Card for Hosteler Female Students

- 7.1. The Night Permission Card will be activated starting at 7:30 PM and will remain valid until 10:00 PM.
- 7.2. The library department, in coordination with the hostel warden, must ensure accurate recording of entry and exit times to ensure the safety of female students.
- 7.3. The time gap between leaving the hostel and entering the library, as well as between leaving the library and returning to the hostel, must not exceed 15 minutes.
- 7.4. Day scholars and non-hostel female students are also permitted to study in the library during these hours if they choose to do so.

8. Digital Library Rules

- 8.1. Online Chatting in the Digital Library is not allowed. Browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters
- 8.2. Playing games on computers is strictly prohibited in the entire Library premises.
- 8.3. All computer users are expected to conduct themselves in a manner that is conducive to the maintenance of a study atmosphere for others.
- 8.4. Broadcasting of unsolicited email messages (SPAM) or creating and distributing email for personal financial purposes or gain is prohibited.
- 8.5. Users are strictly prohibited from making any changes to computer settings or configurations, including unplugging power or LAN cables.

9. General Library Rules

- 9.1. Don't take out any resources outside the library without issuing. Reference documents like dictionary, encyclopaedia, year books, journals (loose & bound), theses, project reports, census, handbooks will not be issued out.
- 9.2. Eatable items are not permitted in the library.

- 9.3. Use of mobile phones in library premises is strictly prohibited.
- 9.4. Any damage to library furniture or assets will result in immediate suspension from library access for one month, repeated violation may lead to the termination of their library membership.
- 9.5. Students must preserve their ID cards carefully and must not share them with others for issuing books or accessing any library services. Any misuse of the ID card will be the sole responsibility of the student and may result in the suspension or termination of his/her library membership.
- 9.6. Before registering for new semester, all the dues of the library must be clear including overdue books else these borrowing facilities shall be withholding.
- 9.7. The library shall not be responsible for any loss or damage of the personal belongings of the users.
- 9.8. Readers are advised against carrying books between floors, and instead, they should be left on the reading table after consultation to avoid misplacement.
- 9.9. Users of the library should note that all e-resources subscribed are licensed materials and cannot be shared with outside community as it may lead to copyright/license violation.
- 9.10. The library reserves the right to inspect any items brought into the building, including laptops, mobile devices, bags, files, folders, and coats.
- 9.11. No audio/video recordings are allowed at the KRC without permission/approval of the librarian.

Hon'ble Pro-Vice Chancellor

[Signature]
16.7.2025



[Signature]
14/07/2025
Chief Librarian

CHIEF LIBRARIAN