

SRM UNIVERSITY - AP, ANDHRA PRADESH

SRMAP / Reg. Off / Policies / 19 / 2023-24

13th December 2023

LIBRARY POLICY of SRM UNIVERSITY - AP

Library: Learning Resource Centre General Guidelines

1. Background:

- a) These guidelines shall be called the "SRM University-AP, Amaravati Policy for Library: Learning Resource Centre".

2. Purpose

- a) Establishing an institutional framework through which effective, efficient, and dynamic library resources (both printed and online) and information service meets the information needs of all stakeholders.
- b) Guiding library staff in the provision of the various library facilities, services, and materials.
- c) Guiding students, faculty, staff, and other university stakeholders on how to use the library and information service.
- d) Promoting reading skills among students, faculty, and staff.
- e) Coordinating and supporting the community on plagiarism and ethical writing.

3. Library Resources

The library collection holds resources designed to support the university's learning, teaching, and research needs. 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 and hard-copy format)
- Electronic journals and databases (electronic collections containing bibliographic citations and/or full-text items)
- Multimedia materials (including CDs, DVDs).

4. Usage of E-Resources

- a) The library reserves the right to impose time limits on computer use, to restrict the use of computers with special software or database access and give preference to library users.



- b) All university patrons are authorized to access electronic resources such as online databases and electronic journals.
- c) Digital resources are intended to be used for research, study, and academic activities.
- d) Users of computers or workstations shall not make any malicious attempt to damage the library equipment or use university network data for any illegal purposes.
- e) Users may not install, download, copy or distribute copyrighted materials.
- f) The user should ensure that the resources are used for educational and research purposes, not commercial ones.
- g) Publishers track the use of their electronic resources in terms of the number of downloads made by the subscribing institution.
- h) Any users violating this policy's conditions are subject to disciplinary action or administrative sanctions.

5. General Rules

- a) Library attendant at the check counter is empowered to examine everything that passes into/out of the library.
- b) If not required for reference, Books removed from the shelves by students should be kept on the table nearest to them. Please do not try to shelve them yourself.
- c) The newspaper(s) should be folded properly after reading and returned to the designated place.
- d) Members should not be under the influence of intoxicants.
- e) Beverages and Eatables are not allowed inside the library.
- f) All users are requested to keep their mobiles switched off or in silent mode in the library. The use of mobile phones is strictly prohibited on the library premises.
- g) As the Library is a place of self-study and research, members should maintain an atmosphere of dignity, peace, and silence within the library premises.
- h) Visitors or guests are only permitted to use the library with the prior permission of the Librarian.
- i) Book search stations are meant for searching the resources subscribed/purchased by Library. Accessing personal emails, Facebook, Chatting etc. are not allowed.
- j) No photograph of the library shall be taken without the prior permission of the Librarian.
- k) All users are advised to enter the library premises in decent dress.
- l) Members should keep the library informed of any change of address during their membership period.

6. Lending Rules

Books shall be loaned subject to the following conditions:

- a) The readers should check the books thoroughly for missing pages, chapters, etc., while

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getting them issued. No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower as per clause 5 of this policy.

- b) Library documents are non-transferable, nor shall any member borrow library document(s) on another member's account.
- c) Library documents should not be spoiled by underlining or writing with pen, pencil, ink, or other means.
- d) Library documents loaned for the normal period can be renewed for two more periods on the production of the same, provided other readers do not claim them.
- e) Library documents which are not in good condition shall not be issued for home reading.
- f) Books should be brought physically for return and renewals at the check/deposit counter. A renewal over telephonic/verbal requests/written communication is not entertained.
- g) The borrower is fully responsible for the books/any other material borrowed in their account. Hence, members are advised not to sub-lend the materials borrowed from the library.
- h) In exceptional cases, a document may be recalled before the due date if required urgently in the library. Failure to respond promptly to such requests may lead to suspension of Library privileges.
- i) During the issuance of new arrivals, priority will be given to members who recommended that book.
- j) Loan Period

S. No	Category of Member	Number of Books to be issued	Duration of Issue
1	All Faculty	12	One Semester
2	Visiting / Guest Faculty	02	One Semester
3	Administrative staff equivalent to Deputy. Registrar and above	05	One Month
4	Technical and Supporting staff	02	One Month
5	Research Scholars / PDF	08	14 days
6	MTech / MSc / MA	05	14 days
7	BTech / BSc/ BCom / BA	05	14 days
8	Alumni	02	14 days

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However, the Librarian may consider issuing select titles to the faculty.

7. Fines and Penalties

A. Penalty on Overdue Books

Fines on overdue books will be charged as follows across member categories (Student/Staff/Faculty etc.)

- i. First 30 days overdue charges INR 2 per day
- ii. Next 30 days overdue charges INR 4 per day
- iii. After 60 days overdue charges INR 5 per day till the date of the final settlement

If the book/any other material is reported (in writing) as lost/misplaced by the students/faculty/staff or any other member, the overdue charges will be levied until the same is replaced.

However, if a book is found due for more than six months, it would be assumed that the member lost the book, and charges will be deducted from the member's caution deposit submitted at the time of joining as per clause 5 for recovery of the book lost and an overdue fine charge will also be levied.

B. Recovery of Books Lost by Members

i) General Book

If a book is lost or mutilated beyond usable condition, the following rules will apply:

- The book or any of the above material must be replaced with the latest edition of that material along with an additional charge of INR 100 towards processing fee and administrative costs.
- Pay the cost of the latest edition of the book or any other reading material along with an additional charge of INR 100 towards the processing fee and administrative cost.
- An overdue fine charge is also levied in addition to all the above charges until the same is replaced. Applicable rules relating to the penalty/overdue charges will apply.

ii) Out of Print/ Of Rare Value/ Periodicals

- If a book or any other material is out of print or found to be of rare value or is a periodical, then three times the cost of the book must be paid by the member along with an additional charge of INR 100 towards processing fee and administrative cost.
- An overdue fine charge is also levied in addition to all the above charges until the same is replaced. Applicable rules relating to the penalty/overdue charges will apply.



iii) Multi-volume books/Reference books

- If a book belonging to a set is lost, it has to be replaced with the relevant volume of that edition along with an additional charge of INR 100 towards processing fee and administrative costs.
- In cases of unavailability of the relevant edition or unavailability of the relevant volume of that edition, the borrower will replace the entire set at their own cost along with an additional charge of INR 100 per volume towards processing fee and administrative cost.
- An overdue fine charge is also levied in addition to all the above charges until the same is replaced. Applicable rules relating to the penalty/overdue charges will apply.

iv) Damage/Mutilation:

- Library resources, such as books, journals, electronic materials, etc., are costly and are often rare. They are for the benefit of not only the present but also the future library members. Therefore, readers should not deface, mark, cut, mutilate, or damage Library resources in any way. Books borrowed should be protected from Rain, Dust, Insects, etc.
- If the book is mutilated beyond useable condition, the book will be treated as lost. All relevant recovery of books lost procedures shall be applicable.
- If the book requires a minor repair, the same shall be recovered from the borrower along with an additional charge of INR 100 per volume towards processing fee and administrative costs.
- An overdue fine charge is also levied in addition to all the above charges until the same is replaced. Applicable rules relating to the penalty/overdue charges will apply.

v) Unauthorized removal of Library documents

- Removing library documents without proper issuance is a serious misdemeanor, and Librarian shall have the power to impose a fine of up to INR 1000, and necessary disciplinary action shall be taken against the member.
- An overdue fine charge is also levied in addition to all the above charges until the same is replaced. Applicable rules relating to the penalty/overdue charges will apply.

Vi) Cost of Foreign edition

- The cost of a recent edition of the book in foreign currency is charged at the current conversion rate of the currency.



8. Reprographic Facilities

- a) Library users will respect prevailing IPR/copyright rules for any library material issued to or always downloaded by them. Only up to 20% of documents can be photocopied at any given point. Photocopying of any document cover to cover is prohibited.
- b) Users must not install, download, copy, or distribute copyrighted materials without the written permission of the Librarian.
- c) Print and scan will be allowed only with the prior permission of the librarian in the library at the relevant cost notified by the librarian from time to time.

9. Plagiarism

Plagiarism is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. Plagiarism is considered academic dishonesty.

- a) Every research work or academic copyright shall go through the university plagiarism detection cell, which will be done through open-access plagiarism check links.
- b) Any thesis, dissertation, or any other such documents submitted by the students, scholars or faculty members to the university shall submit an undertaking indicating that he or she has prepared the document and that the document is his/her original work and free of plagiarism.
- c) The undertaking shall include a declaration that the work is free from plagiarism and has been checked by the university-approved plagiarism detection software.
- d) Soft copies of all Master, Research program dissertations and theses shall be submitted to INFLIBNET through IAIP of the university within a month after awarding degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- e) Plagiarism check shall exclude the following:
 - All quoted work with the necessary permission/attribution.
 - References, Bibliography, table of content, preface, and acknowledgements.
 - Generic terms, laws, standard symbols, and equations.

For details, please refer to the university plagiarism policy:

Policy Ref. No - SRMAP/Reg. Off/policies /11/2023-24, dated: 20th October 2023.



Registrar

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