

University of North Bengal

ACCREDITED BY NAAC WITH GRADE A

University Library

Yangzee Sherpa
Assistant Librarian
University Library
University Of North Bengal



ENLIGHTENMENT TO PERFECTION

E-Mail: yangzee.sherpa355@gmail.com
Visit. Us at <http://www.nbu.ac.in>
P.O. North Bengal University
Raja Rammohunpur Dist. Darjeeling
West Bengal, India, Pin. 734013

Ref :- *Lib/1444/2019-20*

Date: 12.03.2020

Dear Sir / Madam,

This is to inform you that, the Library Committee in its meeting, dated 18/12/2019 resolute that a fine of Re. 1 per day / book will be charge if the date of book issue crossed one year time w.e.f. 14th January, 2020.

If you have issued the books from the University Library before 14/01/2020 are not purview in New Library Rules but you are requested to either return / renew all the books to the library within 10/07/2020 positively.

A copy of new Library Rules is attached herewith.

Thanking you,

Yours sincerely,

Y. Sherpa 12/03/2020
Yangzee Sherpa

Assistant Librarian
University Library

University of North Bengal
University Library
Rules Relating to the University Library

1. The library is open all the days of the week as per University Office Hour.

(a) The Library will close at 4:00 pm once in a month to facilitate spraying of insecticide in the library. A prior notice to this effect would be issued to the users.

(b) The Library will remain closed on declared holidays of the University.

(c) The Library services, however, may remain functional, later or earlier than the scheduled hours owing to exigencies and unforeseen circumstances.

(d) An intimation in available form will be provided to the users 15 minutes prior to the closure of the Library. Users should vacate the library premises forthwith once the stipulated time is over.

2. Membership & Borrowing facilities:

The membership of the University Library is open to all the bonafide members of the university and everyone can enlist himself as a member in any one of the following capacity:

(a) *Members of the Court, Executive Council, Faculty Council for Postgraduate Studies, Faculty council for Undergraduate Studies, and Board of studies.*

They shall be eligible to borrow to the maximum limit of 2 books for 30 days during their membership tenure on deposition of an amount of Rs. 2000.00 as Library Caution Deposit.

(b) (i) *University permanent teachers and such other persons who have been given teaching status by the University Act.*

They shall be eligible to borrow to the maximum limit of 30 books for one calendar year. Overdue books must be returned by December of the calendar year in order to continue borrowing facilities.

(ii) *Emeritus Fellows of the University.*

They shall be eligible to borrow to the maximum limit of 5 books for 30 days during their fellowship on deposit an amount of Rs.5000.00 as Library Caution Deposit.

(iii) *Contractual University teachers.*

They shall be eligible to borrow to the maximum limit of 8 books for 30 days during their contractual period on deposit an amount of Rs.3000.00 as Library Caution Deposit.

(c) Regular Research Scholars, Project Fellows, Teacher Fellows and Research Associates of this University.

They shall be eligible to borrow to the maximum limit of 10 books for 30 days on deposit an amount of Rs. 2000.00 as Library Caution Deposit.

(d) Regular Post Graduate students of the University.

They are required to deposit an amount of Rs. 200.00 as library fee (Non-refundable) for the entire course of study. They shall be eligible to borrow to the maximum limit of 5 books for 15 days.

(e) Regular Post Graduate students who completed their courses of study in the University but cannot appear at the final examination and unsuccessful regular students of the Post-Graduate examinations.

They shall be able to renew their membership on the recommendation of the respective Heads of the Departments. The tenure of such membership will be valid until the next final examination.

(f) Regular M.Phil. Students of the University.

They are required to deposit an amount of Rs. 500.00 as Library Caution Deposit. They shall be eligible to borrow a maximum limit of 6 books for 30 days.

(g) Students who passed from other Universities.

They shall be allowed to use the Library Reading Room facilities for a period of maximum six months on the recommendation of their respective Heads of the Institution//Head of the Department/Research Guide on payment of Rs.500.00 (Non-refundable).

(h) Students of Directorate of Distance Education (DDE):

They shall be allowed to use the Reading Room facilities on the recommendation of the Director of the Directorate of Distance Education of the University of North Bengal for a period of two years

(i) Regular Bachelor Degree and Post Graduate Diploma students of the University.

They are required to deposit an amount of Rs. 200.00 as library fee (Non-refundable). They shall be eligible to borrow to the maximum limit of 5 books for 15 days.

(j) Candidates who passed any Post-graduate examination of the university and who intend to appear at any competitive examination (WBCS, IAS, SSC, UPSC, NET, SET etc.).

They shall be allowed to use the library except borrowing facility for one year on a deposit of Rs.100.00 as a library fee (Non-refundable).

(k) Principals and Teachers and Librarian of the constituent and affiliated colleges.

They shall be eligible to borrow to the maximum limit of 4 books for 30 days on deposit an amount of Rs. 3000.00 as Library Caution Deposit on the recommendation of the Heads of the Institutions.

(l) (i) University Officers:

They shall be eligible to borrow to the maximum limit of 20 books for one calendar year. Overdue books must be returned by December of the calendar year in order to continue borrowing facilities.

(ii) Contractual University Officers.

They will be eligible to borrow to the maximum limit of 8 books for 30 days during their contract period on deposit an amount of Rs.3000.00 as Library Caution Deposit.

(m)(i) Non-teaching employees of the university other than Officers:

They shall be eligible to borrow to the maximum limit of 4 books for one year. Overdue books must be returned by December of the calendar year in order to continue borrowing facilities.

(ii) Contractual and Casual Non-teaching employees of the university:

They shall be eligible to borrow to the maximum limit of 2 books for 30 days during their contract period on deposit an amount of Rs. 2000.00 as Library Caution Deposit.

(n) Retired teachers, officers and employees of the University.

They shall be allowed to borrow to the maximum limit of 2 books for 30 days on deposit an amount of Rs.1000.00 as Library Caution Deposit.

(o) Any other person who intends to use the University Library:

They shall be allowed to use the Library Reading Room facilities for a period of 6 months subject to the recommendation of the Librarian on deposit of Rs. 2000.00(Non-refundable).

(p) Persons who may be allowed by the Vice-Chancellor or the Library Committee.

They shall be allowed to use the University Library.

(q) Participants in different courses of the UGC Human Resource Development Centre:

They shall be allowed to use the Library Reading Room facilities during their course on the recommendation of the Director of the Human Resource Development Centre of the University of North Bengal.

(r) The Librarian may allow any person to use the library.

3. (a) Person eligible to be members under Rule 2 shall apply for membership in the prescribed forms available in the Registration Section of the library and get their names registered as members on submitting required documents. Any changes of address are to be immediately intimated to the Librarian.

(b) Users shall obtain a library card (not transferable) from the library on the production of their Library Caution Deposit/fee deposit receipts. In case of loss of library card, a user should lodge a General Diary to the nearest Police Station and immediately report to the Librarian. Duplicate card may issue on payment of a fine of Rs. 100.00.

(c) No unauthorized person shall have access to the library. Non-members of the library must seek prior permission from the Librarian for entering in the library.

(d) Library Users of all categories should return the books borrowed by him/her within the due date. If he/she fails to return the book within due date, a fine of Re.1.00 per day each book would be charged. If he/she fails to deposit fine would be debarred from borrowing book.

(e) The Library shall maintain a day to day Attendance Register at the entrance to be signed by every user/visitor before entering the library. Such register may also be kept at other sections e.g. Periodical Section, Stack Room, Reference Room and Information Hub to compiling library statistics.

(f) The Librarian may refuse admission into the library to any person infringing on the rules of the library. The Librarian reserves the right to suspend or cancel the membership of any member for violating library rules in any form. The matter is to be reported to the next meeting of the Library Committee.

(g) Physical presence of all categories of users is mandatory for borrowing books excepting the Head of the Institution.

4. University Library may share its print and non-print resources among other libraries through Inter-Library Loan (ILL) systems on a reciprocal basis, those are recognized by the University of North Bengal.

5. 'Library Caution Deposit' is refundable while obtaining a clearance certificate from the library. Modalities of reimbursement will be made by the office of the Finance Officer, University of North Bengal.

6. Books requisitioned for reference use in the reading room cannot be taken out of the library. If any member is found to do so, he/she may be permanently debarred from using the library.

7. Subject to the permission of the Librarian a non-lending book may be issued overnight.

8. Books on loan to members may be recalled by the Librarian at any time

9. At the time of borrowing a book a member must examine the book carefully to see if there is any mutilation or defacement in the book. If such defect is found then the borrower must immediately draw the attention of the Officer-in-Charge of the Circulation Section and request him/her to note it. Otherwise, at the time of returning the book the borrower to whom the book was issued last will be held responsible for such mutilation.

10. Users held responsible for loss, damage, defacement or mutilation of books shall be liable to compensate in this way:-

a) Replace the books/documents by same edition or latest edition, or,

b) Reimburse the price as per Accession Register + @20% p.a. of the price as penal charge from the accessioning date. Any fraction of a year is treated as a whole year.

11. A borrower shall not in any case sub lend any book borrowed from the University Library. Every member of the library shall be responsible for the safe custody of the library book borrowed by him/her for study in the Reading Room or for study at home.

12. A borrower is not allowed to bring his personal book/belongings inside the Library. A book which has already borrowed from the Library cannot be brought inside the Library except to return.

13. A book may be reissued to the borrower if there is no demand for it.

14. A member may register a demand for any book which is out on loan, and such a book will be issued to a member according to the priority of registration of demand.

15. Notice for overdue books will be sent at periodical interval to the members other than students. If such books are not returned after receipt of the reminder, such members will be debarred from borrowing any more books until all overdue books are turned to the library. A notice mentioning the defaulters' name will be hung up in the library notice board and copy of the same will be sent to the Vice-Chancellor. Overdue notice to students will be hung up in the library notice board. Cases of long-overdue books shall be placed in the meeting of the Library Committee

16. Members will be able to use only the fully processed books.

17. Rare books, reference books, books in constant demand, books reserved for binding, damaged books, thesis, current and back issues of periodicals and manuscripts are not to be lent.

18. While in the library, all persons should observe the basic Principles of Library Rules. Keep silence in library premises. Smoking and use of mobile phone are strictly prohibited in the library premises.

19. (a) A member or visitor is required to deposit his/her personal effects, e.g., attach ease, portfolio, satchel, umbrella etc. at the Property Counter. A numbered token shall be issued to the users against the article/articles deposited. Users are allowed to carry with them only writing papers, notebooks or exercise books, laptops inside the library.

(b) Facilities provided for depositing personal belongings at the Property Counter can be enjoyed only during the stay of the users in the library.

(c) Articles deposited shall be taken back by the users when he leaves the Library or at the most before the library is closed for the day.

(d) Although all possible care will be taken for the safe custody of the articles deposited, the administration will not be liable in any form for any damage or loss of the articles deposited at the Property Counter.

(e) Loss of a token should immediately be brought to the notice of the Librarian as a precaution against wrong delivery of article or articles deposited against the token to another person. An amount of Rs. 100.00 will be charged for the loss of numbered token issued to a member.

(f) Users must not mark, underline, write, or tear pages or otherwise damage the library documents.

(g) Users must handle all Library property carefully to avoid damage to it.

(h) No mechanical/digital reproduction of any book or other documents shall be made without the prior permission of the Librarian.

(i) Users having complaint about the services provided by the library, are to submit a written complaint in the COMPLAINT BOX or bring it to the notice of the Librarian.

20. If the Library Caution Deposit will not be claimed within three years of cessation of membership the deposited amount automatically be forfeited.

21. Ephemeral, worm-eaten, damaged and mutilated books which are beyond any repair or have been rendered unusable, may be weeded out by the Librarian. A report consisting of the detail of such weeded out books will be placed by the Librarian in the meeting of the Library Committee.

BOOK SELECTION & ORDERING

22. Users may suggest any books to be purchased by the library. A suggestion box/register shall be made available to the members for the purpose.

23. Heads of the Departments, in consultation with the Departmental Committee, shall recommend the books to be purchased or periodicals to be subscribed in the library for their respective departments. All such recommendations must be prepared within the budgetary provision.

24. Reference books and periodicals on general subjects, as provided in the library budget will be selected and purchased by the Librarian on the approval of the Vice-Chancellor.

25. The Librarian will place an order for purchase of all books and subscriptions of periodicals within the budgetary allocation.

26. Terms and conditions of supply of books and periodicals must be ascertained from the well-known and reputable publishers/booksellers/vendors and agents.

27. The following points must especially be ascertained from the vendors.

- (a) Rate of conversion of foreign currencies.
- (b) Discount of foreign books.
- (c) Maximum discount allowed on Indian books as per the decision of the Library Committee.
- (d) If there is a price not mentioned in the books, submission of price proof is mandatory.
- (e) Whether the supply of books will be made free of freight, packaging and other charges.
- (f) In case of Govt. Publication and publication from any Association discount is not mandatory.

28. Price of the books supplied are to be verified with the official bibliographies and other tools, e.g., British National Bibliography, Indian National Bibliography, Trade catalogues etc. In case of variation in price of books with the price mentioned in the bibliographies referred to, price proof will be sought from the vendor.

29. Books and journals will come directly to the University Library. The Librarian will sign the vouchers and bills and send to the Finance Officer for payment.

30. Final payments of books and journals must be made within 15 days from the date of clearance of the bills by the library. Vendor may approach to the University Authority on non-payment of bills routing through the University Librarian.

Rules regarding use of the photocopier & digital printing

31. Books, journals and documents having academic value will be accepted for photocopying and on-line downloaded copy for digital printing. The maximum number of pages to be copied will 100 only.

The charges will be as follows:--

- (a) All charges are inclusive of paper.
- (b) Users will pay 50 paise for each impression
- (c) In case of non-member of the University Library the photocopying and digital charge will be Re. 1.00 per impression.

Departmental Library for the Department of Law

32.(a) Head, Department of Law in consultation with the Departmental Committee shall recommend books to be purchased or periodicals to be subscribed to the library for the department. All such recommendations must be within the budgetary provision. The list of the recommended books / journals would be submitted to the University Library for placing order. Having received the books / journals along with list, University Library will accession the books and recording the journals. Accessioned books and recorded journals would be taken by the Assistant Librarian for the Departmental Library.

(b) Assistant Librarian shall sign the vouchers for taking books/journals on behalf of the Departmental Library.

(c) Assistant Librarian will inform the University Librarian from time to time regarding the routine activities (improvement of storage, maintenance and circulation of books), future plans and also submit stock verification reports periodically.

(d) Librarian, University Library will take necessary action for the betterment of the Departmental Library, Department of Law with the consultation of Head of the Department and Assistant Librarian.

(e) Departmental Library will be used by the faculty members, scholars and students.

Rules for the Seminar Libraries

33. Any department can open a Seminar Library in the following way:-

- a) The department should arrange for a separate room exclusively for the Seminar Library.
- b) The Head of the Department shall requisition for the books for one year. In addition to that, a provision for renewal for a further period of one year if necessary. The HOD shall sign the loan vouchers on behalf of the Seminar Library.

- c) A Department shall be able to borrow to the maximum limit of 100 books only. The basic books which are essential for the teachers are to be taken to the Seminar Library.
- d) Only those books which have copies in the University Library can be taken to the Seminar Library.
- e) Heads of the Departments will be responsible for the books taken to the Department.
- f) Books shall not be lent out of the Seminar Library.
- g) The Librarian may recall any book at any time from the Seminar Library.
- h) Librarian or any Officer of the Library authorized by the Librarian may visit the Seminar Libraries and offer suggestions, if necessary, for improvement of storage and maintenance of books.
- i) Books processed at the University Library will be delivered to the Seminar Library, and such books shall not be stamped or marked in any way in the Seminar Library.

34. The Library Rules framed above may be altered / amended or new Rules may be added to the existing Rules by the Library Committee and such Rules on approval of the Executive Council will be effective.