

Mihir Bhoj P.G. College

Dadri-Greater Noida (UP)

Central Library Manual

May 2022

Draft for perusal and valuable inputs of
Secretary Sm, U. Swl.
6/11/2022

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MIHIR BHOJ P.G. COLLEGE
DADRI-GREATER NOIDA,
Gautam Budh Nagar-203207 (U.P.)

CENTRAL LIBRARY MANUAL

Seen, all right
07.09.2022
Secretary
M. B. P. G. College
Dadri (G.B. Nagar)

I. Membership

- 1) Bonafide students, faculty members, non-teaching staff are eligible for membership of the college library.
- 2) Existing office bearers and members of the Managing Committee are also entitled to get the membership.
- 3) Each student shall submit the filled in membership form, two passport size photograph and the proof of admission duly verified by the class teacher.
- 4) Accordingly, students shall be issued the Library Card / Membership acknowledgement.

II. Instructions for the library users

- 1) Members of the Central Library shall always carry their multi-purpose Identity Card issued by the college to visit the Central Library and shall produce the same whenever asked by the library staff.
- 2) Library services are restricted only to authorized members of the Central Library.
- 3) The users shall sign in the library Visitor / Gate Entry Register on each visit.
- 4) Personal belongings like bags, umbrellas, personal books etc. are to be kept at the property counter.
- 5) The users are advised not to keep their valuables at the property counter.

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- 6) Members should always collect and take away their belongings from the property counter while leaving the Library.
- 7) In case the property counter key / token is lost, the deposited article may be claimed by producing a written application along with the ID proof and a fine of Rs. 50/-.
- 8) Members are expected to maintain silence and not to indulge in any act which may disturb other users or interfere with the smooth functioning of the library.
- 9) No eatable and drinks (except water) are allowed inside the library.
- 10) Use of plastic / polythene bags is strictly prohibited.
- 11) The users are required to use the dustbins appropriately,
- 12) Photography, smoking, chewing of Pan / Gutka / Tobacco, chewing gums and use of Cell/Mobile Phone are strictly prohibited in the library premises.
- 13) The users are expected to maintain complete silence in the reading hall and stack room.
- 14) Readers should not mark, deface, underline, dog-ear turning book pages, tear pages, spoil or damage the library documents/material. If anyone is found doing so, he/she will be liable to pay full replacement cost of damaged text or his/her membership may be suspended.
- 15) Newspaper, magazines and Journals must be read only in the library on specific stands / tables and should not be taken to other areas within or outside the library.
- 16) No library material can be taken out from the library without issuance or permission.
- 17) Members are advised to leave the books on the table after reading and not to re-shelve books/periodicals/ journals and other library material themselves.



- 18) Notice, publicity, graffiti, materials/wall writing or penning on table are not allowed in the library building.
- 19) Laptops and other computing devices (without carrying bags/cases) are allowed inside the central library. However, the users shall use such devices for academic purposes only.
- 20) The users are not allowed to watch / download movies or listen songs while sitting in the library.
- 21) Wifi / N-LIST database ID's and password issued to the users should be kept confidential and credentials cannot be shared for proxy use.
- 22) Members should take care of their portable digital material such as pen drive, hard disk, data cable etc. and library shall not be responsible for any loss.
- 23) Electronic resources such as e-journals, databases, e-books and CD/DVD's etc made available by the library are for academic use only. Photocopying of a complete book or an entire issue or a volume of one or more journals is considered as copyright violation.
- 24) Please be aware that systematic downloading may cause the publisher to block the entire community of users from accessing these e-resources.
- 25) Any violation of this policy may also result in penal action as per the rules and regulations.
- 26) All the members of the library have to abide by the rules and regulations issued by the College Library from time to time.
- 27) The violators shall be liable to be penalized and shall face strict disciplinary actions as per the code of conduct of Mihir Bhoj PG College, Dadri, GB Nagar, UP.

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III. ISSUE/ RETURN NORMS

MEMBERSHIP PRIVILEGES				
Sr.	Category	Number of Books	Loan period	Remarks/ Over Due Charges
1.	Faculty Members	Eight (8)	30 Days	Rs. 5.00/-per day /per book for delay of 15 days. Rs 10.00/-per day /per book beyond 15 days.
2.	Existing Office-bearers and members of the Managing Committee and Non-teaching Staff	Four (4)	20 Days	Rs. 5.00/-per day /per book for delay of 15 days. Rs 10.00/-per day /per book beyond 15 days.
3.	Post Graduate (PG) Students	Three (3) [02 Text Books + 01 Book Bank Books]	20 Days	Rs. 2.00/-per day /per book for delay of 15 days. Rs 5.00/-per day /per book beyond 15 days.
4.	Under Graduate (UG) Students	Three (3) [02 Text Books + 01 Book Bank Books]	15 Days	Rs. 2.00/-per day /per book for delay of 15 days. Rs 5.00/-per day /per book beyond 15 days.
5.	Book Bank facility	One (1)	For one academic session	i) No fine for the semester/academic session if users return just after termination of the semester/year ii) Rs. 1.00/-per day /per book for delay in return of books. <i>Note: The library shall notify the eligibility conditions for book bank facility, separately.</i>

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6.	Reference Books	Not to be issued (Only for reading in the library premises)		Reference books can be issued for reading purpose in the library premises on production of valid College I-Card.
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IV) Circulation Procedure

- ❖ Book(s) will be issued to the members against library ticket/membership ticket/card issued by the college.
- ❖ Books, periodicals and digital resources are non - transferable, and if lost, should be immediately reported to the Librarian.
- ❖ Borrowers/readers should check the conditions of the book(s) before borrowing, otherwise he/she shall be held responsible for any sort of damage/defect.
- ❖ Reference, reserved books, serial publications, non-book materials (CD/DVD's) and bound/ loose journals are not for issue.
- ❖ A book returned by a member shall not be re-issued to the same member on the same day.
- ❖ Two books of the same title will not be issued to one member.
- ❖ Members shall not be allowed to borrow any new book until overdue items are returned, renewed or replacement costs are paid.
- ❖ In case a book is of popular demand the loan period may be shortened by the librarian.
- ❖ The librarian reserves the right to recall any books from any member at any time if required.
- ❖ Transfer of books is not permissible.
- ❖ Loss of book by the borrower should immediately be reported to the Circulation Desk of the library.
- ❖ Suggestion for a book / journal and other library services is always welcome.
- ❖ In case a borrowed book is lost/damaged the borrower /user shall either replace the books with latest edition along with overdue charge shall deposit twice the current cost of book(s) / document(s).
- ❖ If an issue/volume of a multi-volume set is damaged or lost, the borrower shall be liable to replace the whole set.



NO DUES CERTIFICATE

Whenever a member leaves/retires and apply for a "No Dues Certificate", No Objection Certificate shall be issued only after obtaining clearance from the library.

LIBRARY HOURS

S. No.	Days	Time
1.	Monday to Friday	09.30 AM to 3.30 PM
2.	Saturday	10.00 AM to 2.30 PM
3.	Sundays & Holidays	Closed

Note: Various provision of the manual may be reviewed and revised, as and when required, to ensure smooth functioning of the library.

