

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 KRC. User will get SMS and Email alert from the library system at the time of check out and check in of books. In case of delay in getting SMS or Email alert, please contact the Librarian immediately. KRC system also generates reminder SMS and 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. 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.
- 1.3. 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
Holidays	9:30 am - 4:30 pm	From 11:00am-4:00 pm	B1

3. Library Membership & Loan Privileges

- 3.1. All students enrolled at Chandigarh University are automatically become a member of 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
External	02	14days

***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 demand of the book.

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

3.6. The books may be renewed for two additional terms, on condition that they are not reserved by other members.

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 400/- due fine is acceptable for a borrower's account after that the account will be blocked and no further transactions will be allowed.

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.

5. Damage RFID Tag

5.1. All books are security enabled, for any kind of damage in the security system, the library will charge Book cost (min 500/-)+ cost of the RFID tag as a fine per book.

5.2. Use RID-enabled check-out/check-in for circulation. For information on how to use the kiosks,

5.3. 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.

6. Don't take out any resources outside the library without issuing. Reference books cannot be taken out.

7. Eatable items are not permitted in the library.

8. Use of mobile phones in library premises is strictly prohibited.

9. Any damage to library furniture or assets will result in immediate suspension from library access for one month, with repair or replacement costs recovered from the responsible students.

10. Every student should preserve their id card and not give it to any other student for issuing books or availing any other library services. Any misuse of the id card will lead to the suspension/termination of his/ her library membership.

11. Reference documents like dictionary, encyclopaedia, year books, journals (loose & bound), theses, project reports, census, handbooks will not be issued out.
12. Before registering for new semester, all the dues of the library must be clear including overdue books else these borrowing facilities shall be withholding.
13. The library shall not be responsible for any loss or damage of the personal belongings of the users.
14. Readers are advised against carrying books between floors, and instead, they should be left on the reading table after consultation to avoid misplacement.
15. Library materials theft, mutilation, or damage are serious offenses that require appropriate action and may result in a student's suspension or termination of their library membership.
16. 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.
17. Loss of borrower's card to be reported immediately in writing.
18. The library reserves the right to inspect any items brought into the building, including laptops, mobile devices, bags, files, folders, and coats.
19. Use RFID-enabled check-out/check-in for circulation. For information on how to use the kiosks, contact to the circulation staff.
20. No audio/video recordings are allowed at the KRC without permission/approval of the librarian.

21. Digital Library Rules

- 21.1. 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
- 21.2. Playing games on computers is strictly prohibited in the entire Library premises.
- 21.3. All computer users are expected to conduct themselves in a manner that is conducive to the maintenance of a study atmosphere for others.
- 21.4. Broadcasting of unsolicited email messages (SPAM) or creating and distributing email for personal financial purposes or gain is prohibited.
- 21.5. Users are not permitted to make changes to computer settings or configurations.