

HIMACHAL PRADESH UNIVERSITY LIBRARY

:A leading library of the state



The Library of H. P. University was established on 4th Feb. 1972. It is situated in the vicinity of Shimla hills at a famous place, Summer-Hill. It was sifted to the present multi-storeyed building having with the provision of lift. It is biggest library of the state.

Keeping in view the need of the readers and staff the different sections of the library has been established as follows:

Private Reading Room: - In the Library Provision of private reading room is made outside the main gate of the library in the basement for the facility of the readers.

Ground Floor

- 1. Property Counter:** - It is situated just opposite to the main gate of the library. The readers put their personal belongings in it before entering the library.



2. Main Gate: - On the main gate of the library the readers make their entry in the visitors register after showing their identity cards to the gate man.

3. Circulation Section: - It is on the ground floor of the library. In this section membership of clients is prepared and issued documents are taken back from them.

4. Photocopier Section: - It is situated in the back side of the circulation counter on the same floor. It provides Xeroxing service at very nominal rates to the clients.



5. Acquisition section: - It is just adjoining to the Xeroxing section. In this section the acquisition work of the library is done.



6 Reading Rooms on the Ground Floor :- There are two reading rooms in the same floor one is extreme left from the main gate and the other is extreme right side from the main gate of the library which is a very big reading room .Daily news papers are displayed on the newspaper desks for the reader in the left side of the gate .



7. Periodical Section :- In this sections periodicals / journals are purchased and their record is maintained .



8. Periodical Stacks :- It is situated in the right side reading room and in this section the periodicals / journals is displayed for consultation to readers and research scholars .



1st Floor

1. Public Catalogues

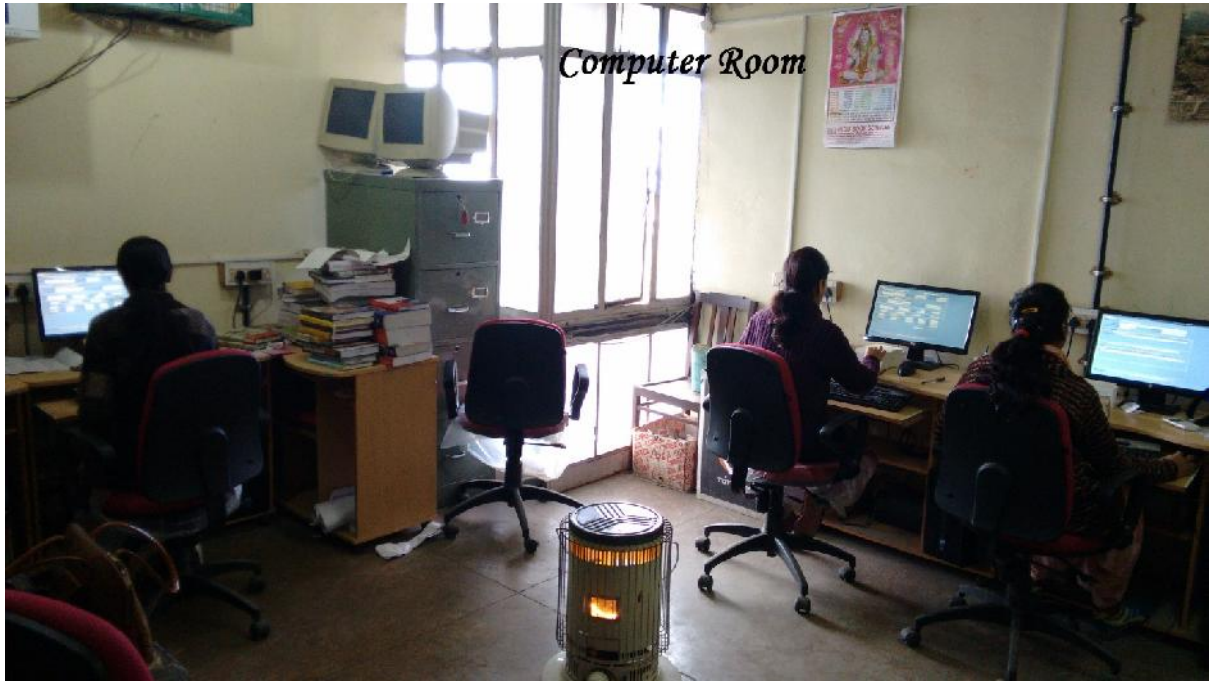


2. Librarian Office: - Librarian chamber, Deputy Librarians Chambers.

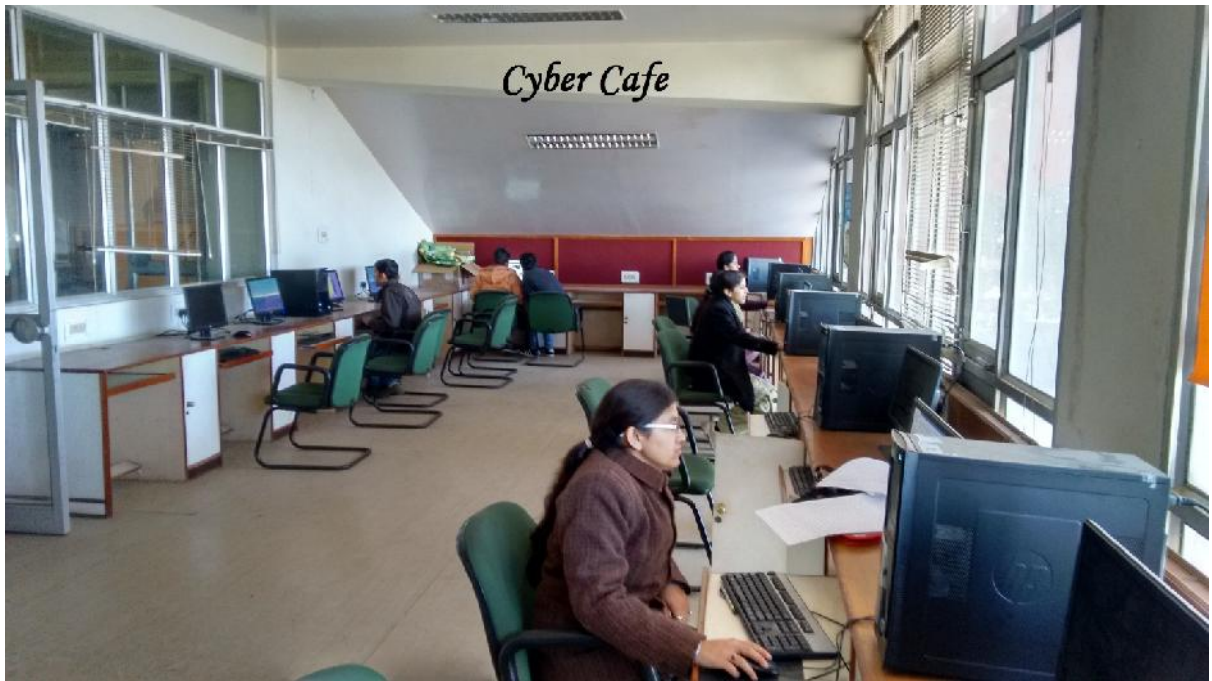


3. Technical Section:- Technical treatment of documents is done in this section i.e classification and cataloguing. The computer lab of the library is also housed in this section. The various works pertaining to data entry etc. are being done in this section.





Computer Room



Cyber Cafe

4. Stacks Section: - It is the major section of the library. It has the documents of different subjects, except science, laws and education (The documents on these subjects are placed in respective sections).



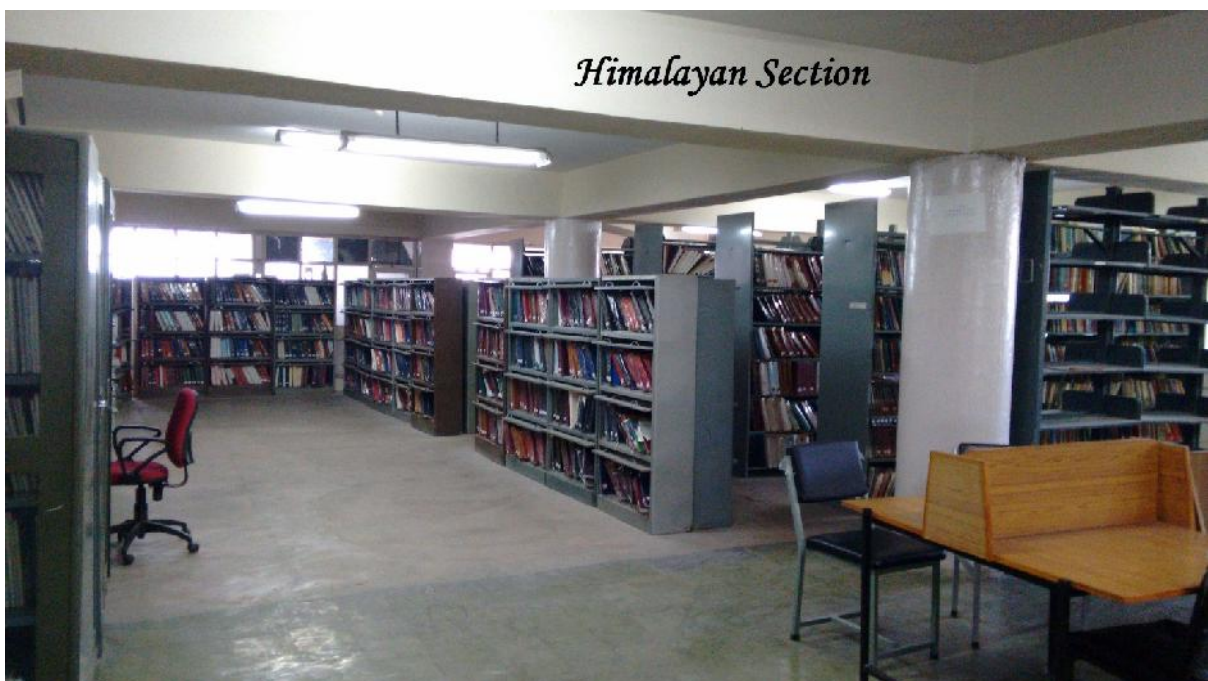
2nd Floor

It has been divided into three sections:

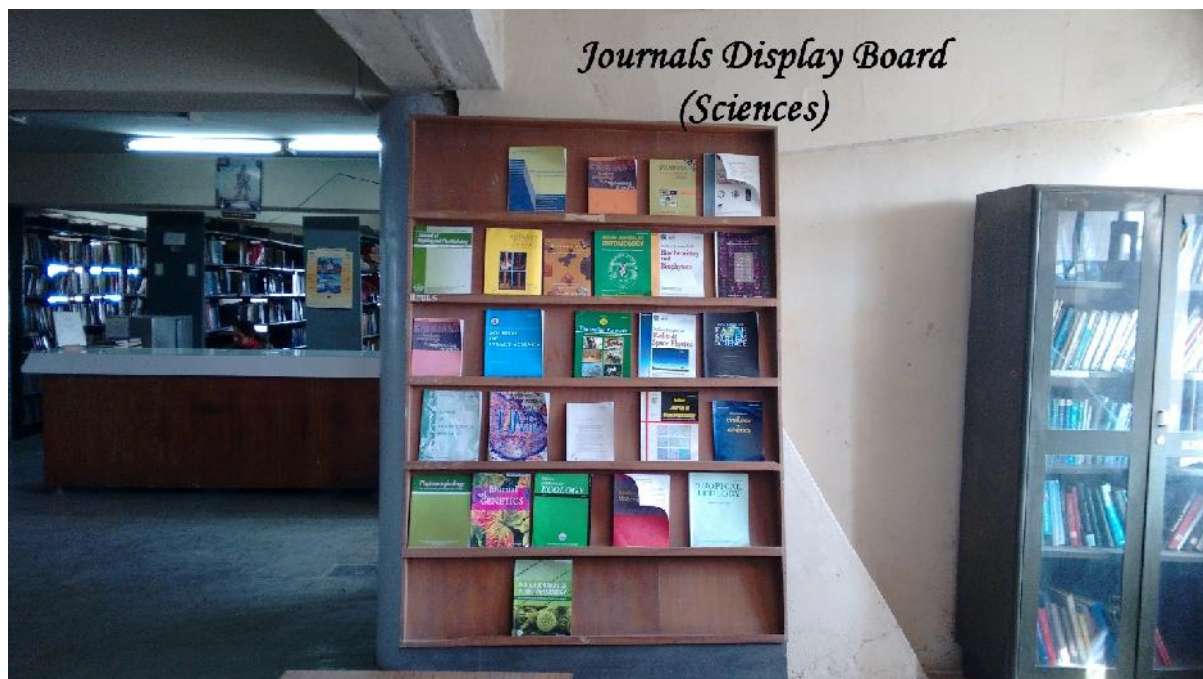
1. A large Reading hall is situated on this floor.



2 Himalayan section :-It is having documents on library science, reference books , books on Himachal Pradesh ,dissertation and theses of different subjects except science and laws are displayed in this section.



3.Science Section :- Collection of books on physics , Chemistry , Bio – Sciences and Mathematics with dissertation and theses along with charging and discharging of them is done in this section .



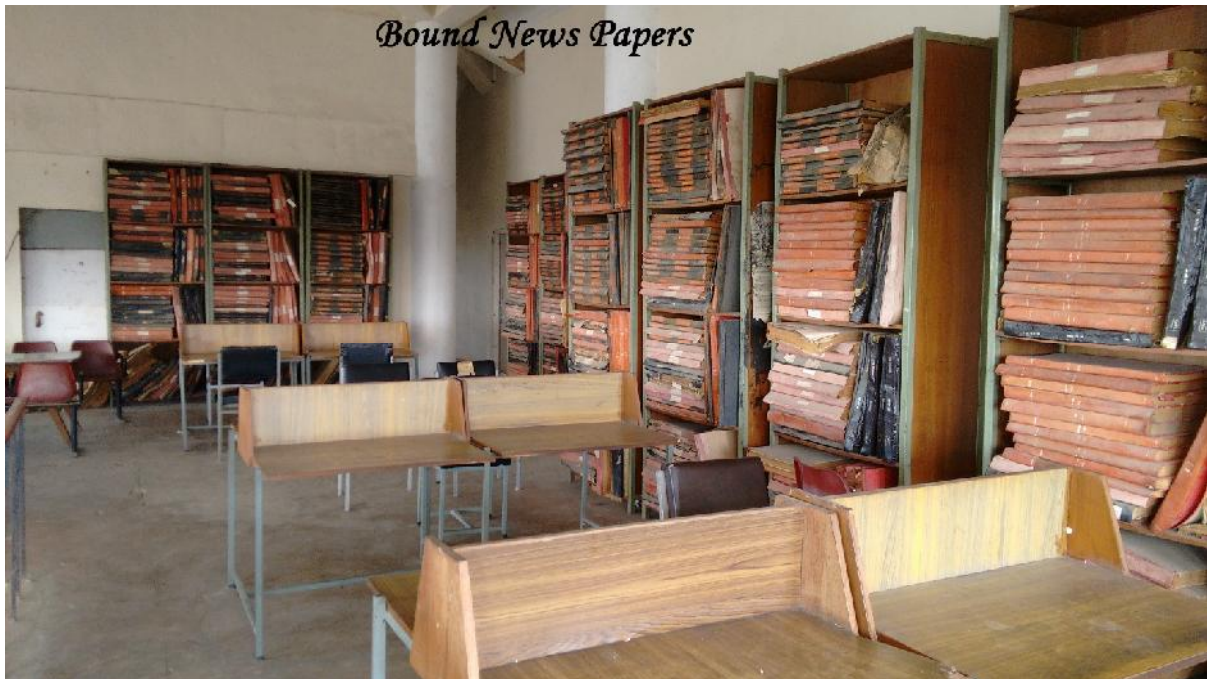
3rd Floor

1. EducationSection:-It has two reading rooms including books ,dissertation and theses on education.



4th Floor

Two reading rooms are located on this floor including Bound old Newspapers and Binding Section of the Library.



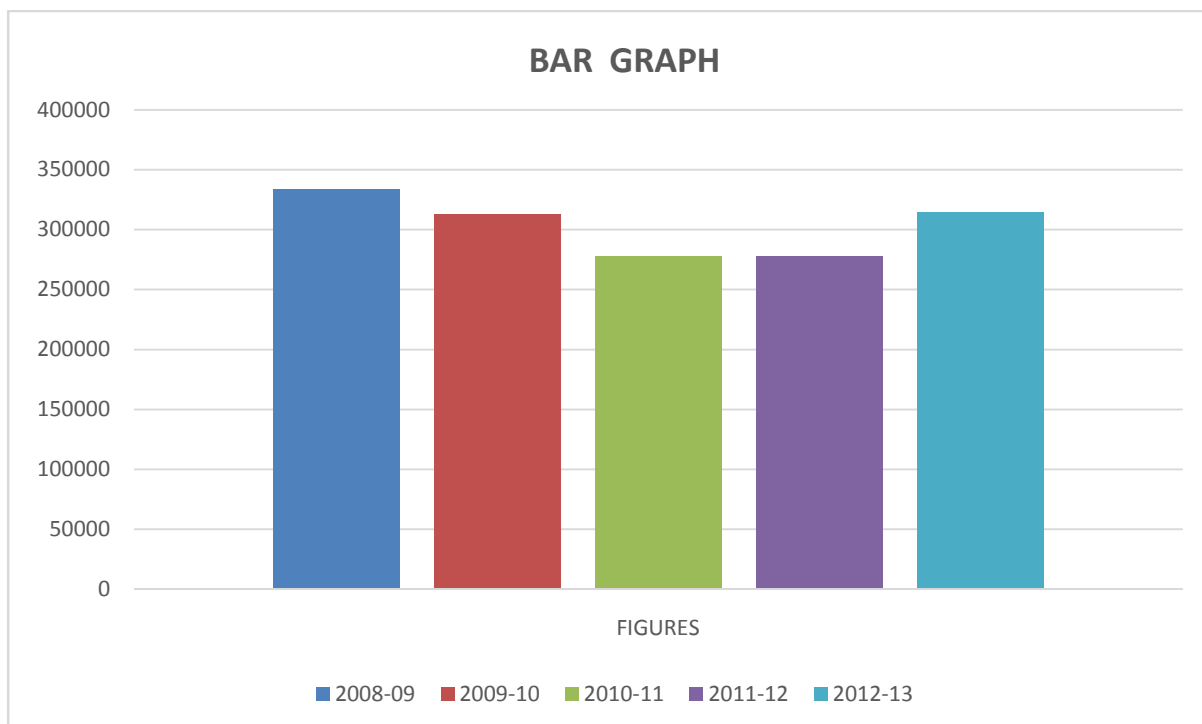
COLLECTION OF LIBRARY

TOTAL NO. OF DOCUMENTS	=	220874
TOTAL NO. OF PERIODICALS	=	180
NATIONAL	=	142
INTERNATIONAL	=	38
TOTAL NO. OF E-JOURNALS	=	8000 APPROX. (BY INFLIBNET)

STATISTICAL DETAILS OF THE LIBRARY

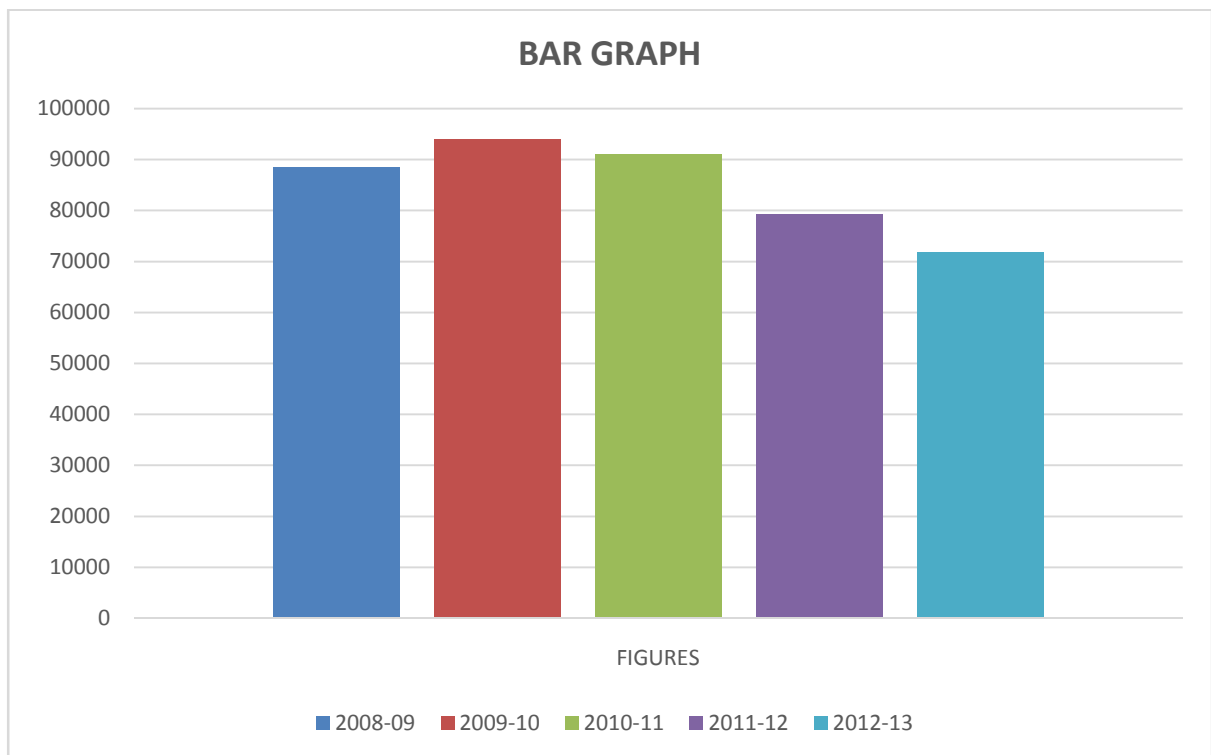
1. CONSULTATION FIGURES

YEARS	FIGURES
2008-09	333465
2009-10	312932
2010-11	277931
2011-12	277806
2012-13	314881



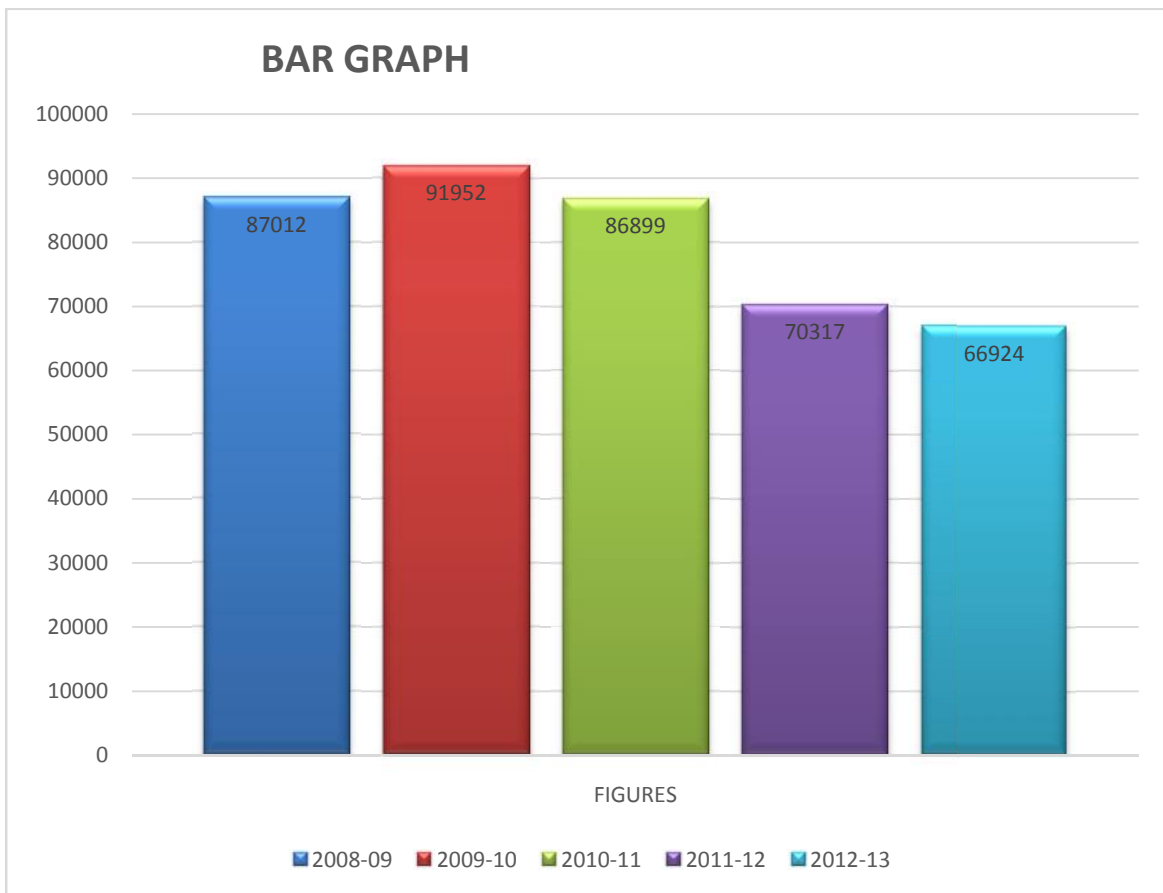
2. ISSUED DOCUMENTS FIGURES

YEARS	FIGURES
2008-09	88582
2009-10	94051
2010-11	91078
2011-12	79272
2012-13	71733



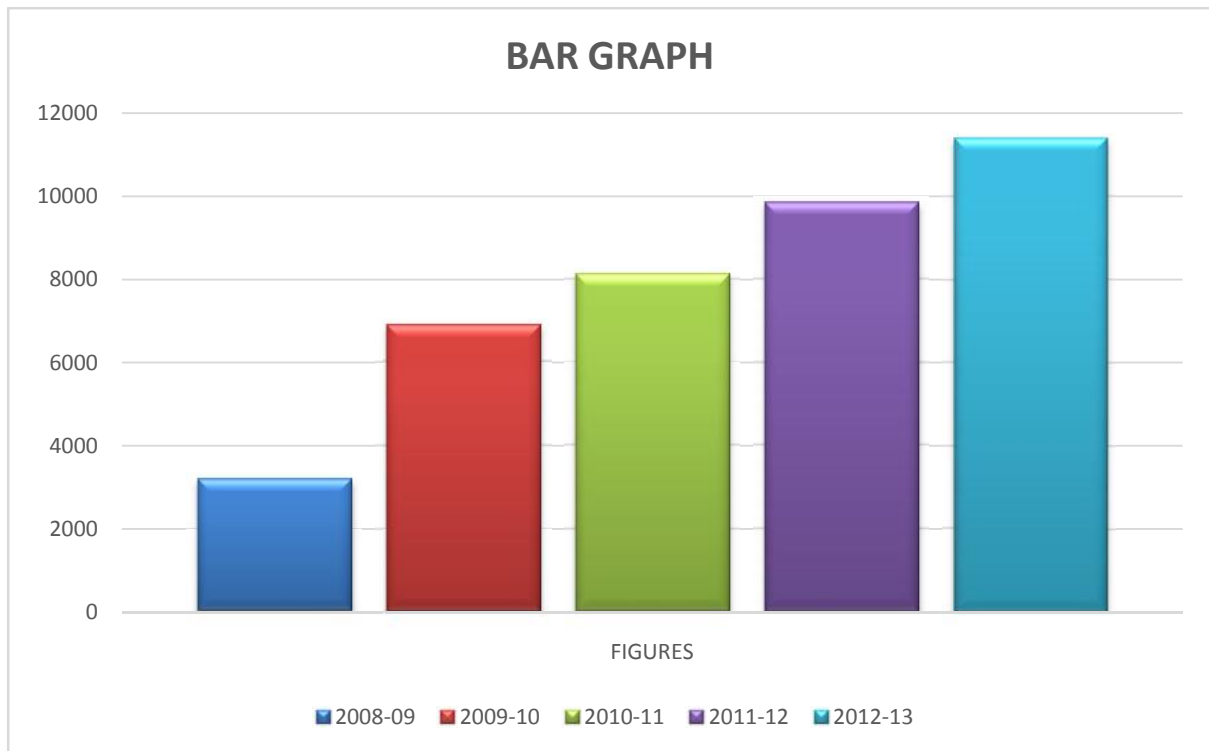
3. FIGURES OF RETURNED DOCUMENTS

YEAR	Figure
2008-09	87012
2009-10	91952
2010-11	86899
2011-12	70317
2012-13	66924



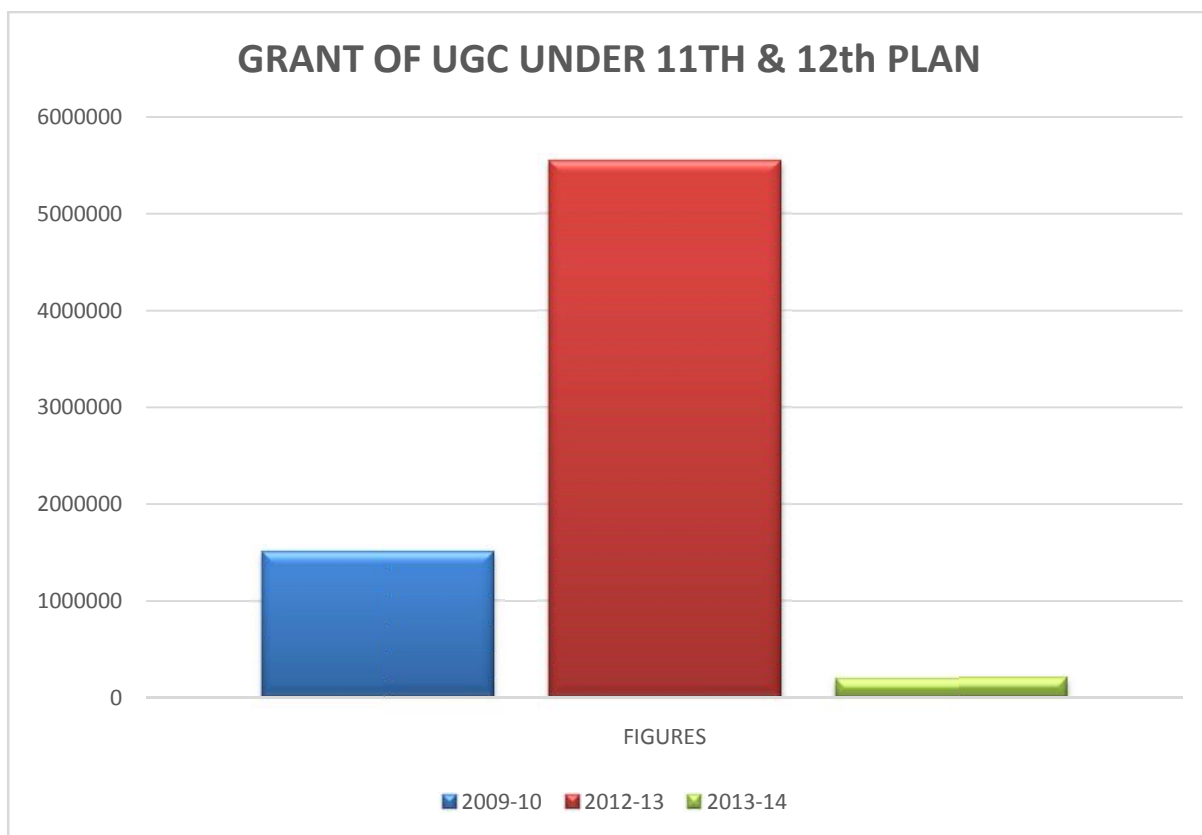
4 FIGURES OF MEMBERSHIP

YEARS	FIGURES
2008-09	3197
2009-10	6903
2010-11	8126
2011-12	9848
2012-13	11403



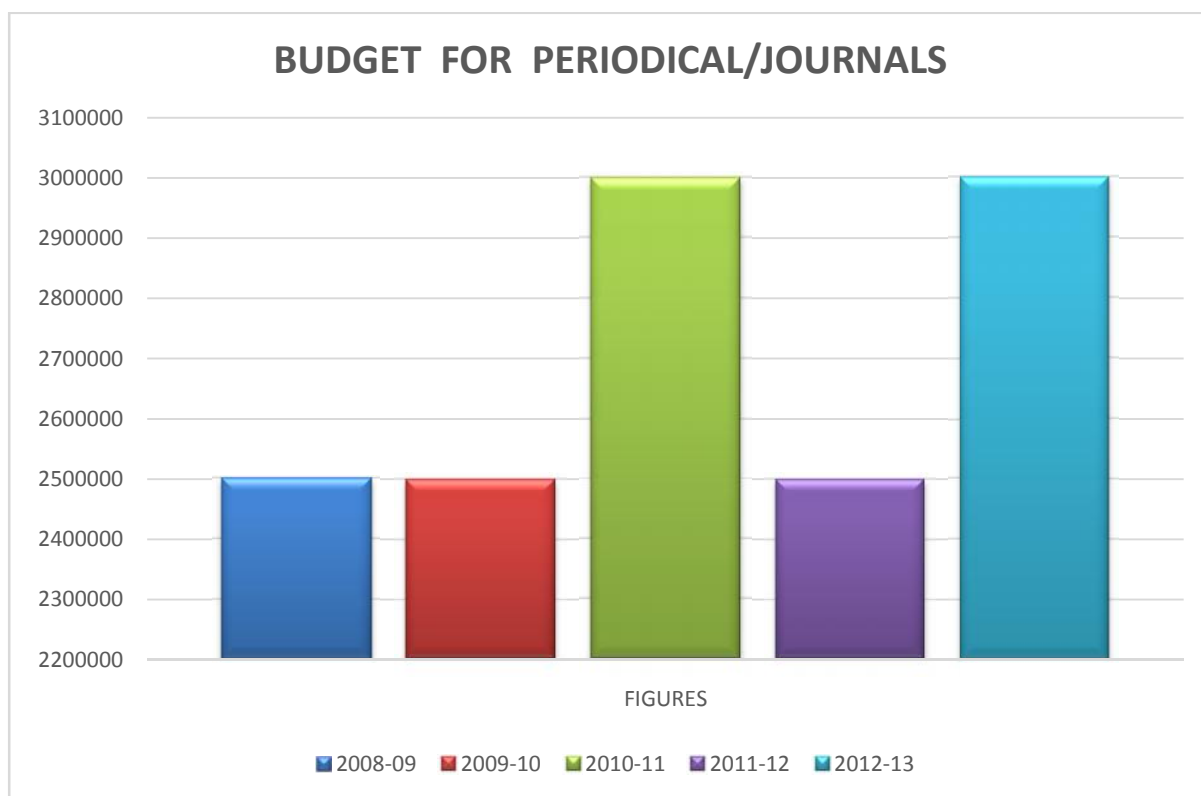
5. GRANT OF UGC UNDER 11TH & 12 PLAN

YEARS	FIGURES
2009-10	1514569
2012-13	5560000
2013-14	200000



6.BUDGET FOR PERIODICAL /JOURNALS

Year	Figures
2008-09	2500000
2009-10	2500000
2010-11	3000000
2011-12	2500000
2012-13	3000000



Steps towards modernization of the library

In the modern age with the advent of I.T. it has changed every field of life including library in the modern era. It has also revolutionized the library services. If this field wants to face these challenges it is mandatory to adopt the I.T techniques.

Moving in this direction H.P University is attached with INFLIBNET from 1995-96 which is established by UGC at Ahmadabad Gujarat. The data of books, dissertation, theses and journals is sent to Ahmadabad national centre from time to time.

In the meeting of Internal Quality Assurance Cell (IQAC) on 16/06/2012 , the I/C library / Deputy Librarian has suggested for the automation of the library and to convert it in the educational hub. In this direction some suggestions were put before the IQAC which are as follow:-

1. Management of library and Information services.
2. Automation of collection to provide the automated service to the users.
3. Limitation of the use of services.
4. The best option the University Library.

The UGC made it mandatory vide its letter No. F.1/-1/2007 (IUC) dated 12/08/2010 that every university would supply electronic / digital copy of its research work to INFLIBNET. This letter was issued to the Vice – Chancellors of the Indian universities.

To move forward in this direction the MOU has been signed between our Hon'ble Vice- chancellor and Director INFLIBNET to join ShodhGangotri and Sodh Ganga projects INFLIBNET .Under shodh Ganga Project all reports and dissertation and thesis of the library will be converted in to electronic and digitization form son that the users and faculty member can utilize them through networks / Internet in the country and abroad .

In the next step of this work Director INFLIBNET Dr. Jagdish Arora was invited as a resource specialist in the seminar organized by the HPU on the subject INFLIBNET activities and services . The useful information was

shared with faculty member, students, and library on the subject. This programme was chaired by the Hon'ble Vice – Chancellor .

Under shodh Ganga project all reports , dissertation and theses of the library will be converted into electronic /digitization form so that the user and faculty members can utilize them through networks / internet in the country and abroad.

SOUL Software installation has been done in the University library. It is a software developed by INFLIBNET Ahmadabad the full form of this software is Software for University Library. So far the data of the available documents is being uploaded in this software. So till today database 76399 records has been created in this software.

ICT facilities in the University Library

- 1. CCTV Cameras set up for the monitoring of library readers.**
2. KIOSKS Machines installed for the queries of documents available in the Library
3. Establishment of Electronic Theses & Dissertation (ETD) lab is under way and progress is in this direction is at the advanced stage.
4. Digitization of old Theses in the Library is under progress and its work is at the advanced level
5. 80% of records of the library has been fed in the SOUL Software
6. Separate reading room for visually disabled users is being set up with latest equipments according to their needs.

“ LIBRARY RULES”

1. Working Hours:

The working hours of the Libraries including their various Sections will be fixed by the Vice-Chancellor from time to time. For the present, the Vice-Chancellor has fixed the following working hours of the University Library at Shimla.

(i) **Semester Period:**

Monday to Saturday:	9.00 A.M.	to	9.00 P.M.
Sundays & Holidays:	10.00 A.M.	to	5.00 P.M.

(ii) **Vacation Period:**

Monday to Saturday:	10.00 A.M.	to	7.00 P.M.
Second Saturday, Sundays & Holidays	10.00 A.M.	to	5.00 P.M.

(iii) **Holidays:**

The Library will remain closed on the following holidays besides other holidays falling during the Vacation Period:-

STATEHOOD DAY, REPUBLIC DAY, HOLI, HIMACHAL DAY, INDEPENDENCE DAY, GANDHI JAYANTI, DUSHERA, DIWALI AND CONVOCATION DAY.

(iv) **Working hours of the Circulation Counter and the Stack Rooms:**

The Circulation Counter and the Stack Rooms will remain open from 9.00 A.M. to 4.30 P.M. during Semester Period and from 10.00 A.M. to 4.50 P.M. during Vacation Period. The readers will be extended the privilege of direct access to the General Stack Rooms. Readers are not to shelve the books taken out by them for consultation. They should, instead, either hand them over to the Library Attendant on duty or place them on the tables lying there.

(v) **Working hours of other Sections:**

The Reference Section, Periodicals Reading Room and the Text Book Section will remain open to readers throughout the working hours of the Library. The detailed working hours of the Text Book Section have been given under Rule No. 10.

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2. Admission to the Library:

- (i) Any person eligible to become member of the Library or permitted by the University Librarian may be admitted to the Library.
- (ii) On entering the Library, every member shall be required to write legibly his / her Name and Department in the register specially provided for the purpose. Such a signature will be taken as an acknowledgement that the person agrees to abide by the Library Rules.
- (iii) **The Janitor / Library Attendant at the entrance is authorized to examine everything that passes into or goes out of the Library.**
- (iv) Deposit of personal belongings at the Property Counter:

While entering the Library all personal belongings, such as Attaché Cases, Portfolios, Satchels, Umbrellas, Flat-files and File Covers etc. (Except Shoes), Private Books and Books not meant to be returned to the Library, shall be deposited by each Reader at the Property Counter located at the entrance and the Readers shall obtain a Token from the Janitor / Library Attendant on duty.

- (v) The loss of a Token should be immediately reported in writing at the Circulation Counter of the Library otherwise the Library will not, in any way, be responsible in case any other person produces the lost Token and takes away the articles kept.
- (vi) A fine of **Rs. 20/- (twenty only)** will be charged for the loss of Token issued to the reader in lieu of the article deposited at the Property Counter. The belonging kept at the Property Counter shall be released only when satisfactory evidence or proof of ownership is produced by the depositor.
- (vii) Facilities provided for depositing personal belongings at the Property Counter can be enjoyed only for the period the reader is actually present inside the Library. Articles deposited must in all cases beget back when the depositor leaves the Library or at the most before the closing time of the Library. The Library shall not be responsible for any articles not claimed before the closing time.
- (viii) An amount of **Rs. 2/- (two only)** will be charged from the reader who claims back his belongings from the Property Counter on the next day of the deposit and **Rs. 1/- (one only)** will be charged for every subsequent day, subject to maximum of **Rs. 20/- (twenty only)**.

Contd. -3-

- (ix) Although all possible care will be taken for the safe custody of the articles deposited, the Library will not be responsible for damage or loss of the same. As such, it is advisable for the members not to deposit bags containing Cash or other Valuable articles at the Property Counter of the Library.

3. Category of Membership and their privileges:

1. Category	2.	3. <u>No. of Books To which entitled</u>	4. <u>Period of Loan</u>	5. <u>Recommending Authority</u>
"A"	Members of Executive Council, concerned Court, Academic Council, Director H.P. University Evening College, University Teachers and Pool Officers, Officers of the University, Dy. Director, Research Officer, Field Officer and Sr. Research Assistant of Agro Centre, Lecturers of Directorate of Correspondence Courses.	12 Books	One month	Head of the Deptt./ Office/ ICDEOL, H.P.University.
"B"	Teacher-cum-Research Scholars, Chairperson Research Scholars, M. Phil/ Ph.D Students Registered with this University/ Research Assistants and Field Supervisors of the Agro-Centre, Post Doctoral Fellows. Senior / Junior Research Fellows, Principal Investigators, Research Associates.	6 Books	one month	Head / of the Concerned Deptt.
"C"	(i) Students on roll of the Chairperson University's Teaching departments located at Shimla	4 Books	2 Books from	Head / of Deptt.
	(ii) Students learning Foreign Languages (not covered by Category C (i))	2 Books	1 from	
		Gen. Stack & (14 days)		
		2 FromTx. Book (Overnight)		
		Gen. Stack & (14 days)		
		1 from Tx. Book (Overnight)		

<p>“CT” Teachers appointed on Contract / Fixed / Ad-hoc basis and Guest Faculty / Tenure basis etc. will be enrolled as Library Member after depositing Library Security (REFUNDABLE) amounting to Rs. 5000/- (five thousand only).</p>	<p>4 Books</p>	<p>One month</p>	<p>Dean of Studies / Director, ICDEOL H.P. University.</p>
<p>“CE” H.P. University Non Teaching Office. Employee appointed on Contract basis will be enrolled as Library Member on depositing Library Security (REFUNDABLE) amounting to Rs. 3000/- (three thousand only).</p>	<p>2 Books</p>	<p>14 Days</p>	<p>Head of the (Registrar/Deputy Registrar).</p>
<p>“D”Principals, Teachers and Librarians of the Affiliated from Colleges on depositing cash Security the Rs. 10,000/- (ten thousand) REFUNDABLE counter- AndRs. 1000/- (one thousand only) as Annual Subscription for old and new Director members being not employee of this of University.</p>	<p>4 Books</p>	<p>One month</p>	<p>Membership Form recommended the Principal of College and signed by the Director/ Jt. Education Deptt. H.P. Shimla.</p>
<p>“E” Other Non-Teaching Regular Staff Office. of the University / Agro_Centre. Deputy (the books should be issued Strictly for their own use).</p>	<p>2 Books</p>	<p>14 days</p>	<p>Head of the (Registrar / Registrar).</p>
<p>“F” Students of such Departments Chairperson where Departmental Libraries Exist.</p>	<p>1 Book</p>	<p>14 days</p>	<p>Head / of the Concerned Deptt.</p>
<p>“G” Special Membership will be only Librarian For retired Teachers/ Employees of H.P. University, Shimla.on depositingRs. 5,000/- (five thousand only)REFUNDABLE</p>	<p>2 Books</p>	<p>14 days</p>	<p>University</p>
<p>only</p>	<p>(from Stack Hall)</p>		

and Annual Subscription of
Rs. 600/- (six hundred only).

NOTE:- The Recommending Authority is responsible for the safe return of books and payment of dues, if any, by the member. The member should produce to the Recommending Authority a Clearance Certificate from University Library at the time of leaving the Institution.

Contd.-5-

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4. Procedure for Enrolment and Privileges of the Members:

- (i) A person eligible to be enrolled as a member of the Library will fill up and sign a Membership Registration Form obtainable from the Circulation Counter of the Library and present the same with Two Passport Size Photographs duly signed and stamped by the competent recommending Authority to the Librarian for enrolment as member of the Library. A Passport Size Photograph will be pasted on the Pass Book-cum-Identity Card which shall have to be supplied by a person applying for membership of the Library except by Teachers and Officers of the University.
- (i)(a) Students admitted to **M.A., M.Sc. Classes and to all other Courses in the month of July / August** will have to enroll themselves as a member of the Library before **30th Septemberevery year** . Students admitted to **M. Phil Courses in the month of October / November** will have to enroll themselves as a member of Library before **15th Decemberevery year**.
- (ii) Each member will be issued a Library Pass Book-cum-Identity Card (Non Transferable) at the time of enrolment which would entitle him to take on loan as many volumes as he is entitled to borrow under **Rule No. 3**. However, if a book becomes overdue, by more then one month, further books will not be issued unless such book is returned or is got renewed or the dues are paid, as the case may be.
- (iii) The Library Pass Book would be returned to the member when he returns the book. In case it is returned after due date, the Library Pass Book-cum-Identity Card will be returned to him only after the Over-due Charges and other dues are paid by him.
- (iv) Students members will come to the Library personally to take books on loan. Teachers and other members may, however, be allowed by the Librarian to draw books on loan through messengers provided they produce on each occasion a letter of authority and list of books required by the members alongwith their Library Pass Book.
- (v) Membership of a student will remain valid till he remains on rolls or get his roll number for appearing in his final Semester Examination i.e. 2nd / 4th (6th in Case of Law) of an academic year whichever is earlier and will be renewed at the beginning of each academic year.
The membership of the members other than students will remain valid till they remain employee of the University / Office.

In case of Research Scholars and Teacher-cum-Research Scholars their membership will remain valid till the completion of their term. However they have to renew their membership every year till the completion of term.

Contd.-6-

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- (vi) Members may be allowed to Borrow books for the period of vacation. The books issued to them shall have to be returned by them within three days after the vacation, failing which an Overdue Charges as provided in **Rule 5** shall be levied from the day the vacation ends. For the books not issued for vacation period or due before vacation or during vacation, the Overdue Charges will be levied for the entire overdue period.
- (vii) The Librarian may recall any book from any member at any time.
- (viii) In case a book is in great demand, the Librarian may regulate the use of such a book in such manner as he considers proper.
- (ix) No book shall be issued on loan which, in the opinion of the Librarian, is not in a condition be safely handled by the borrower.
- (x) **Renewal of Books:**
The loan of books may be renewed at the discretion of the Librarian provided the books in question are not in demand by other members. Similarly, the Librarian may allow the issue of additional number of books to a member to meet his special requirements.
- (xi) **Reservation:**
A member may get a book requisition for loan by filling in a prescribed " Reservation Card " available at the Issue Counter and by affixing on it – Postage Stamp of proper denomination. However, member who does not want to be informed by Post about reservation may fill in the " Reservation Card " without affixing such a Postage Stamp. If the member who get the book reserved fails to collect the reserved Book within **4 days** after the intimation has been sent to him, such book may be issued to other member.
- (xii) Out station member who wish that books be sent out of Shimla will have to bear Packing and Postage Charges both ways.
- (xiii) So long as return entry is not noted in the Library Pass Book-cum-Identity Card, the member will be responsible for books or other materials found against his/her name.
- (xiv) Before getting books issued any mutilation or marking should be pointed out immediately by the member to the Issue Counter Assistant and his initials be obtained there, otherwise the member shall be responsible for mutilation and marking discovered afterwards.

- (xv) A Gate Pass will be issued by the Issue Counter Assistant for each book issued to member. The Gate Pass alongwith the issued book will be handed over by the member to the Janitor / Library Attendant on duty at the Gate who after verifying the particulars will return the book to the member and keep the Gate Pass with him.

Contd.-7-

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5. Overdue Charges:

For Members of all the Categories:

- (i) **At the rate of Rs. 2.00 (rupees two only) per day per volume.**
- (ii) The amount of overdue charges may be remitted or reduced by the Librarian.
- (iii) The amount of replacement cost of a book or any other charges in this behalf will be deposited at the Circulation Counter against receipt.

6. Loss of Library Pass Book-cum-Identity Card:

- (i) The loss of Library Pass Book-cum-Identity Card should be reported immediately in writing to the Librarian with the copy of F.I.R. lodged with Police Station to enable such member to continue the membership. Duplicate Library Pass Book-cum-Identity Card would be issued on payment of **Rs. 200/- (two hundred only)** after expiry of one month from the date of reporting the loss to the Librarian.
- (ii) Borrowers shall be responsible for any loss which the Library may suffer through the loss or misuse of their Library Pass Book-cum-Identity Card. Person / Member who makes use of Library Pass Book-cum-Identity Card declared as lost would be fined to **Rs. 500/- (five hundred only)**. Despite taking all the precautions against misuse of the Library Pass Book-cum-Identity Card, if the library suffers any loss the same would be written off by the competent authority.
- (iii) The mutilation or misuse of Library Pass Book-cum-Identity Card e.g. by converting that as a Personal Diary, member have to Pay a fine of **Rs. 200/- (two hundred only)**.
- (iv) Triplicate (**after loss of duplicate Library Pass Book-cum-Identity Card**) Library Pass Book- cum-Identity card will be issued on the Payment of **Rs. 500/- (rupees five hundred only.)**

7. Loss / Mutilation of Books:

- (i) In case of damage or loss of a book, the member shall be required to replace the Book or pay **Five Times** of the original cost of the book, plus Postal and other Incidental Charges to be incurred in procuring the book. If such a book is gift / out of print its price is not known, the price to be charged will be determined by the Librarian in consultation with the Vice-Chancellor.

- (ii) **Rs. 30/- (thirty only)** be charged as Postal and Incidental Charges to be incurred in procuring the Book.

Contd.-8-

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- (iii) For a serious mutilation a fine of upto **Rs. 200/- (two hundred only)** may also be imposed by the Librarian.
- (iv) If a volume of a set / series is mutilated or lost and a new volume is not separately available the member concerned shall be liable to replace the whole set / series or pay the replacement cost of the same. The other volume of the set / series will be given to the member after replacing or paying the cost of the whole set.

8. Issue of Clearance Certificate:

- (i) A member will obtain a Clearance Certificate from the University Library after returning all the books issued, surrendering the Library Pass Book-cum-Identity Card. Pay **Rs. 200/- (two hundred only)** in case of its loss and after paying outstanding dues, on the expiry of Membership or terminating connection with the Library of the parent institution, as the case may be.
- (ii) The Head / Chairperson of the Department will issue Roll Number to the student member appearing in II, IV and (VI in case of law) Semester Examination after they produce a **Clearance Certificate** from the Library. The Head / Chairperson of the Department will also inform the Library of the names of those students members who leave their studies in mid-session and their Library Security / Detailed Marks Card will be released / issued by him to them only after they produce the **Clearance Certificate** from the Library.

9. Restricted Categories of Reading Material:

Reference Books, Under Lock and Key Books, Loose Issues / Bound Volumes of Periodicals, Rare Books, Ph.D Theses / M.Phil, LLM, M.Tech Dissertation and Project Reports submitted for M.A., M.Ed., M.B.A., & M.C.A. degree, and such other materials as may be placed under **Restricted Categories** by the Librarian may not be lent out ordinarily, **but the Ph.D Theses / M.Phil, LLM & M.Tech Dissertation / Project Reports submitted for M.A., M.Ed., M.B.A., & M.C.A. degree will neither be issued nor be allowed for XEROXING.**

10. Text Books:

- (i) One copy of the copies of a Text Book placed in the Text Book Section will be stamped as "**Reserve Copy**".

- (ii) A book will be lent out in exchange for his Library Pass Book-cum-Identity Card which would be returned to him after the book is returned by him otherwise it will be returned after the Overdue Charges paid by him.

Contd.-9-

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- (iii) A book which is in great demand may not be re-issued to the same student on consecutive days even if he fill in Requisition / Reservation slip.
- (iv) Before leaving the Library, students will be required to return the Text Book borrowed by them for consultation in the Library.
- (v) Besides Students, research Scholars, the facilities of the Text Book Section will also be available to the Teachers to whom books pertaining to their subject may be issued for a period of **3 days (three)**. However, the Librarian may allow the loan for a longer period also.
- (vi) The following timings have been fixed for the present for Reservation, Issue and Return of Text Books, other than the Reserve Copy, provided such books are being used or have been reserved at that time either for consultation or for Overnight Issue.
1. **Reservation:** From the opening of the Library upto 3.30. P.M.
 2. **Issue for Overnight Use:** Daily after 4.00 P.M. upto half an hour before the Closing of the Library.
 3. **Return of Books:** Daily with one and half hours of the opening of the Library.
- (vii) Reserve Copy will be issued half an hour before the closing time of the Library. It will not be issued for overnight use during one week preceding the Semester Examination and during the Examination days.
- (viii) Text Book borrowed for Overnight use shall be returned in one and half hour of the opening of the Library, failing which an overdue charges of **Rs. 5/- (five only)** per hour per volume subject to a maximum of **Rs. 10/- (ten only)** per volume perday will be charged.
- (ix) For a Text Book, kept overnight during One Week preceding the Semester Examination and during Examination Days, a special overdue charge of **Rs. 5/- (rupees five only)** per hour per volume subject to a maximum of **Rs. 25/- (rupees twenty five only)** per day per volume will be charged.
- (x) The amount of overdue charges may be remitted or reduced by the Librarian.

(xi) **The Consultation Fee will be charged from the Non-members of H.P. University Library.**

(i) Students / readers of other Universities / Educational Institutions with the permission letter / Identity Card of the same will be allowed to consult the reading material of this Library as under:-

- | | |
|--------------------------------|--------------------------------|
| 1. One day | Rs. 50/- (fifty only) |
| 2. One week (six working days) | Rs. 300/- (three hundred only) |

(ii) **No Consultation Fee will be charged** from Ph.D Scholars of other Universities / Educational Institutions who have written recommendation letter from their concerned Chairperson / Head of the Department to consult H.P. University Library. Such Ph.D scholars will have to obtain a written permission of the concerned Head of the Department / Chairperson of H.P. University.

11. Inter Library Loan:

- (i) Books and other reading materials not available in the Library may be procured for the use of the readers on Inter-Library Loan from other Libraries. Similarly, reading materials may be loaned to other Libraries when a requisition is received on Inter-Library Loan basis.
- (ii) The Librarian may also issue books when a requisition is received for it from any office of the Government or the University for official use.
- (iii) The reading materials procured on Inter-Library Loan will ordinarily be offered for use to the members within the premises of the Library. However, the Librarian may allow their issue for home use for a very limited period in special circumstances.
- (iv) When a book or other reading material is not available in the Library its Photostat/ mimeograph / microfiche / microfilm copy may be procured for the members for their personal use at their cost after a request for the same is received from the member.
- (v) If a person belonging to this University or any other Library / Institution requests for a Xerox Copy of any article or a book or a portion of a book for his personal use it may be supplied to him provided there are adequate facilities available for the purpose. However, for this service such a person shall have to pay at the rates fixed by the Librarian keeping in view its actual cost to the University.

12. General Rules:

- (i) Readers shall maintain perfect order and silence in the Library.
- (ii) Making Noise, spitting, smoking or doing anything else which may disturb other readers or which may be against the discipline of the Library is strictly prohibited.
- (iii) No reader will bring inside the Library a dog or any other pet.
- (iv) No person entitled or permitted to use the Library shall mutilate, disfigure, deface by writing in the margins, by under-lining sentences, by marking passages or by damaging in any other way a Book, Periodical, Map or Chart or any other property of the Library.
- (v) A reader responsible for any damage caused to the reading materials or to any other property of the Library shall be required to replace the reading material or pay for property besides the penalty imposed upon him by the Librarian.
- (vi) If book issued to a member are found mutilated at the time of return he / she shall have to **Replace or Pay the Price** thereof. Therefore, members are requested to check the books thoroughly before getting them issued.
- (vii) No tracing or mechanical reproduction of any Book, Map or Manuscript shall be made without the express permission of the Librarian.
- (viii) **Readers shall vacate their seats ten minutes before the closing time of the Library or earlier if the Librarian, or in the absence of the Librarian, the Senior most staff member of the Library orders so.**
- (ix) **The Librarian reserves the right to Suspend / Cancel the membership privilege of any member founds misbehaving with the Library Staff or for any other indecent behavior. Such a member is also liable to be expelled from the Library.**
- (x) When the students have any complaint about the services provided by the Library they should not enter into argument with the Library Staff. Instead, they are advised to bring it to the notice of the Librarian.
- (xi) Any infringement of the Library Rules will render a member's privilege of admission to and of borrowing books from the Library liable to cancellation.

- (xii) In all other matters, the Librarian shall have the power to take such action as he may deem fit.
- (xiii) These Library Rules may be altered or amended or new Rules may be added to the existing ones by the Executive Council from time to time without notice to the members and these rules or any alterations or amendments to them shall be effective and binding on all concerned. A copy of these rules will be made available when asked for.
- (xiv) **The Janitor / Library Attendant at the Entrance and Exit Gate of the Library is authorize to search the person or a reader if he suspects that he is carrying any unauthorised book or other reading material or any other property from the Library.**

13. Rules for Sectional Libraries at Shimla:

The above mentioned Rules 1-12 will also apply to the University Sectional Libraries at Shimla. The Working Hours and the loan privileges for student members of these Sectional Libraries will be determined by Vice-chancellor from time to time. For the present, the Vice-chancellor has fixed the following timings:-

<u>Sr. No.</u>	<u>Name of the Libraries</u>	<u>Days & Hours of opening</u>	<u>Loan privileges to Students.</u>
1.	Department of LAWS Library	10.00 A.M. to 5.00 P.M. (on all working days)	Three Books for 14 days.
2.	Department of Physics, Chemistry And Bio-Sciences Library	10.00 A.M. to 5.00 P.M. (on all working days)	Three Books for 7 days.