

# **Library Rules**

## **History Seminar Library**

### **Presidency University**

#### **Kolkata**

Services of the History Seminar Library are provided primarily to Students, Research Scholars, and Faculty, Officers and Non-Teaching Staff of the Institution and conditions as described in Membership Section of this rule. The library collections of the Department of History are subject to special protection for being a library of valuable collection. Considering this, these rules are designed to ensure that all members may obtain the maximum benefits from library facilities without affecting the library resources.

### **1. Library lending hours**

Library lending hours are subject to change and the changes if any, will be notified on the Departmental Notice Board from time to time.

**Lending hours: 02.00 pm to 4.00 pm**

### **2. Right to use the library**

The right of entry to the Library is reserved to bonafide students, research scholars, teachers, and staff of the University. Students are required to keep their Identity Cards with them for inspection. Patrons other than the listed categories and ex-students of the university are required to seek the departmental Library In-charge's written permission (forwarded by the HoD) to use the library.

### **3. Membership**

Students, research scholar and teachers of the department are entitled to become members of the library.

- Memberships are not transferable. A borrower shall not in any case sub lend any book borrowed from the Central 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 use at home.
- Members should keep the Library informed of changes of address, telephone no., and email id etc. during the period of their membership.
- The membership for lending books will begins with the commencement of the semester and ended with the last working days.

### **4. Privileges of members**

The various categories of members mentioned below shall be entitled to borrow the specified number of books from the seminar library for the period noted against each category.

- The faculty of the department will be eligible to borrow the maximum limit of 5 books for one month.
- The faculty of other department/officers/non-teaching staffs will be eligible to borrow the maximum limit of 3 books for 15 days.
- Enrolled Research Scholars of the department will be eligible to borrow a maximum of 3 books for 7 days (including holidays)

- Regular undergraduate and postgraduate students of the department will be eligible to borrow to the maximum limit of 2 books for five working days (including holidays).

## 5. Lending

- Persons eligible to be members under “Departmental Seminar Library rule” have to apply for membership in the prescribed forms available in the Office of Secretary, department of History and get their names registered
- Members should satisfy themselves about the physical condition of the books they wish to borrow before getting them issued; otherwise they will be held responsible for any damage or mutilation noticed at the time of return.
- Books for return are to be deposited at the office of the department at least 15 minutes before closing of the lending hours.
- A book may be reissued maximum for two times to the borrower if there is no demand for it/the submission date is already overdue.
- Books should not be kept beyond the date marked on the due date-column. If any student fails to return the book, within due date notice for overdue books will be sent to the members. If such books are not returned within 2 days after receipt of the reminder, such members will be debarred from borrowing any more book or books till all overdue books are returned to the library/will be stopped to further use of the library. A notice mentioning the defaulters' name will be hung up in the notice board also.
- Members, issue books through issue-registers, should sign the issue/return column during issue/return of the book/books.
- The library In-charge reserves the right to suspend membership of any borrower if not following the rules/return the overdue library resources after receiving the reminder.

## 6. Loss of books

- Members will be responsible for the books issued to them. Loss of library books should be informed immediately to the Library In-charge.
- Persons held responsible for loss, damage, defacement or mutilation of books shall be liable to compensate in this way:
  - a. Replace the documents by same edition or latest edition, or, ii) In case the lost book “not available in market” reimburse the price five times and ten times the cost of the lost document at the current exchange rate in case of foreign and Indian documents respectively.
  - b. For any damage found at the time of returning of an issued document, the borrower has to pay a cost for the repair of the same.
  - c. If the damaged/lost book is part of a multi-volume set, the whole set has to be replaced.

## 7. Clearance certificate

- A student/Research scholar must return books must return all books before 5 working days of the conduct of last examination/submission of thesis. It is the responsibility of every user to return all books, settle all Library dues (if any), and also get a No-dues Clearance Certificate from the Library In-charge.
- At the time of stamping their Examination Hall Ticket (of last examination), students are required to bring their “seminar library clearance certificate” from the In-charge of the Departmental Seminar library.

### **8. Use of computers/laptops etc.**

- Computer in the lab premises should be used for academic purposes only.
- Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games on computers is strictly prohibited.
- Changing the settings and display of the computers kept in the Computer Lab is not permitted.
- Use of laptops in the computer tables where computers are already installed is not permitted.
- Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the Lab.
- Personal keyboard, mouse, etc. are not allowed inside the computer lab.
- Users are not allowed to carry eatables/drinks inside the lab premises.
- Smoking is strictly prohibited inside the lab. If anyone found, will permanently debarred to use the same.
- Users should not rest or keep their feet on tables, chairs, and desks etc.
- The office shall not be responsible for any loss or damage of the personal belongings of the users.

**The HoD with consultation of Library In-charge reserves the right to suspend the membership of any student found misbehaving the faculty, staffs or with any other member or otherwise fail to comply with these rules and regulations. These rules are subject to revision/up-dation from time to time without assigning any reason.**