



K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

Ref. No.: KRMU/Admin./O.O./2023-24/3508(B)

Dated: 08.07.2023

OFFICE ORDER

Subject: Revised Library Policy of K.R. Mangalam University.

The Revised Library Policy of K.R. Mangalam University is notified for information and implementation as approved in the 54th Board of Management meeting held on 30th June., 2023 (as annexed).

A handwritten signature in blue ink, appearing to read 'K. Rajan', with a horizontal line underneath.

Registrar

Encl:

- As above

Copy to:

- Vice Chancellor : For kind information
- VC Office
- Dean (Academics Affairs)
- Dean- Research
- Controller of Examinations
- All Deans/ School Coordinators
- All faculty
- Website Developers
- Office Copy



K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

Library Policy-2023

(Revised)



K.R. MANGALAM UNIVERSITY
Sohna Road, Gurugram (Haryana)-122103



LIBRARY POLICY-2023 (REVISED)

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LIBRARY POLICY-2023 (REVISED)

(Library Policy earlier known as Library Rules)

1. **Library Membership Entitle (Who can join).** All the students, faculty members and employees of the K. R. Mangalam University, Gurugram shall be entitled to enrol themselves as a “member” of the library under these following rules for the period of their course duration/ association with the University. (Technical terminologies used for Library members are Member, User, Client; they may be a student of UG, PG, Ph.D. and an employee of the KRMU like faculty members, lab staff, non-teaching staff etc.).
2. **Admission to the Library.** There will be no charge for Library membership. Only registered Members shall be permitted admission to the library. He/she must produce his/her original identity card at the entrance/ the Security Counter of the Library failing which admission may be refused. However, non-members shall be allowed admission only with special permission of the Vice Chancellor/ Registrar/ Librarian. Any member, who is desirous of using the library, shall enter his/her name in the Register maintained in the library. Such entry shall be taken as an acknowledgement that the visitor agrees to abide by the Library Rules. The Librarian reserves the right to deny entry to any unauthorised or undesirable element and send the visitor(s) out of the Library, if he/she does not show the Identity Card on demand.
3. **Access to Books.** The members/ visitors shall make their entry at the library gate before entering into the Library. The security guard or any employee of the K.R. Mangalam University may ask to show their Identity Card, failing which the entry may be denied. Electronic forms of the ID card are not allowed.

The K.R. Mangalam University Library shall follow an "Open Access System" with some exception. The members shall have the privilege of free access to the Stack Areas. However, they will not have free access to those categories of books whose use has been restricted due to their special nature. Such collections comprise of theses, rare books/out-of-print books, art books, softcopies and other categories decided by the Librarian from time-to-time. Books from these collections shall be allowed to be



consulted only through special requisition. The list of new arrivals will be displayed on the notice board and the books will be kept on the display shelf for a week. Afterwards these will be available for issue if not meant for Reference (Reference Section/ Not for Issue). Photocopying of any material shall follow the IPR rule which prohibits copying more than 10% pages of any material. In case a photocopy is required for non-restricted material, the member is required to produce/ submit their original ID Card.

4. **Working Hours.** Following working hours will be observed by the library: -
- a. The K.R. Mangalam University Library shall function on all working days between : 9:00 A.M. to 4:00 P.M.
 - b. **Issue of Book and Return of Book Timings.**
09:30 A.M. to 3:00 P.M.
 - c. **Reading Room/ Hall Facility Timing.**
9:30 A.M. to 4:00 P.M.

Note: The library will follow the Academic Calendar of the K.R. Mangalam University. The timings and holidays may change and will be notified through the notice board displays. Holiday for Eid-ul Fitr may differ as per the sighting of the moon. In this regard press release/ declaration of a responsible body like Ruet-e-Hilal Committee or Govt./ K.R. Mangalam University notification will be followed.

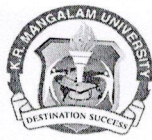
5. **Period of Loan (Circulation Policy).** Maximum period of loan of books is as follows:
- a. **Loan to Students:** Maximum of 5 books for 15 days. After a 30 days delay, membership may be terminated; and the students will have to apply for fresh membership.
 - b. **Loan to Ph.D. Students:** Maximum 5 books for one semester.
 - c. **Loan to KRMU Employees:** Maximum 5 books for one semester.

Note: Reference books, rare books, Journals, Course catalogues, Question papers and Project works, dissertation, thesis, shall not be issued. Kindly ensure the condition of the book(s) before

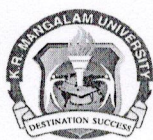


borrowing. Members shall be responsible if any damage found at the time of the return of the book(s) and the damage charges as per the rule shall be levied.

6. **Recall and Re-issue of Books.** Books shall not be re-issued to the same borrower, if it is required/ reserved by some other member. The request for renewal may be turned down. Further, books can be recalled from any borrower, if required. Failure to return them will entail usual overdue charges from the date of recall.
7. **Reservation of Books.** A book on loan can be reserved for a member on his/her formal request. Intimation shall be sent to the Member through SMS or E-mail, who had requested for reservation immediately after the return of the book. The requester shall collect the book within two days from the date of intimation, failing which the book shall go back in normal circulation.
8. **Conditions of Issued Book (verify the book's condition before borrowing).** Borrowers must satisfy themselves about the physical condition of the books before borrowing. They shall be held responsible for any damage or mutilation noticed at the time of returning the book(s). Here responsibility means to pay a fine or replace the book with a new book of the latest edition. All books on loan shall be returned on or before the due date marked on the Due-Date-Slip in the book, failing which overdue charges shall be charged from the borrower as per rules. Repeated violation of this rule by the Members, may lead to suspension or cancellation of the Membership of the defaulting Member.
9. **Overdue (Late Fine Charges).**
 - A. Late book fine will be charged from all members @ Rs. 10/- (per day per book) till the date of return of the book(s). The due date is indicated/ stamped on the Due-Date-Slip in the book.
 - B. An upper limit of the fine will be two times the current cost of the book in the current borrowed/ issued year; next year & onward years the fine will be four times.
 - C. If the book is lost by a member and cannot give a replacement of the book then he/ she is required to pay the five times current cost of the book which has been lost.



- D. Final year students who are going to graduate are required to take clearance by returning all books before the examination is over. Failing which their result shall put on hold.
- E. Any financial matter/ amount in the form of the fine, processing charge, cost of the book etc. will be paid to the account section of the K.R. Mangalam University.
10. **Remission of Overdue Charges.** The K.R. Mangalam University Librarian shall be competent to remit full overdue charge(s) or part thereof.
11. **Loss of Books.** Following rules will apply in case of loss of book(s): -
- (a) If a book is lost by any Member, he/she shall be asked to replace the new copy of the same book subject to the satisfaction of the Librarian, and a processing charge amount Rs. 100/- along with the late fine (if any; maximum two time of lost book's cost in the current borrowed/ issued year; next year & onwards the fine will be four times.) shall be paid to the account section of the K.R. Mangalam University.
 - (b) If the book is lost by a member and cannot give a replacement of the book then he/she is required to pay the Five times current cost of the book which has been lost OR submit three new copies (latest edition) of the same book. (in this case no processing charge & no fine is needed).
 - (c) If a book was borrowed and lost by a Member, and the book is out-of-print, then Five times the cost (current cost) of the book shall be charged.
 - (d) Current foreign exchange rates shall be charged, if the lost book cost is in foreign currency/ is a foreign publication.
 - (e) If an issued document of a multi-volume set (book, report, etc.) has been misplaced, damaged or lost by the student, then the whole set must be replaced with the latest edition by the students. If this replacement is not done, then the student will be



charged twice the current replacement cost or twice the original procurement cost, whichever is higher. In addition to the above, the student also must pay the late fine, processing charge as admissible.

12. **Discipline in the Library.** Every member of the library must maintain the discipline in the Library. If any student is found making noise, indulging in book hiding, damaging, stealing, etc., he/ she will be fined as per following rules. Further disciplinary action may also be taken by the disciplinary committee, if deemed fit.
- (a) **Noise Making:** Members should maintain peace and a noise free environment in the library. Making noise while studying, discussing is not allowed. They will be warned first time, after that noise fine Rs. 200/- will be imposed and may be sent out of the library and their name may refer to the discipline committee for a disciplinary action.
 - (a) **Book Hiding.** Minimum fine 250/- plus suspension of library membership for a period of one month. On repeat of the act, minimum fine of 500/- plus termination of library membership.
 - (b) **Book Damaging.** Minimum fine of 1000/- plus replacement of document, suspension of library membership for a period of one month and mandatory disciplinary action by the appropriate disciplinary committee of the K.R. Mangalam University. Members shall ensure the book(s) before borrowing it. If any damage is traced, then it should be brought into the notice of the Library staff at the circulation counter.
 - (c) **Book Stealing.** Minimum fine of 2000/- plus recovery of book, suspension of library membership for a minimum period of one term and mandatory disciplinary action by the appropriate disciplinary committee of the K.R. Mangalam University.
 - (d) **Librarian's Power:** K.R. Mangalam University Librarian is empowered to levy any kind of penalty including filing an FIR/ criminal suit in the Court against the



miscreant(s) for any sort of crime against the library documents, and indiscipline and misconduct in the library.

- (e) **Mobile Phone Not Allowed:** Cell phones shall be put in silence mode/ switched off during stay in the library by the users. Any violation of the directive may invite minimum penalty of Rs. 100/- in each case which the Librarian may enhance upto Rs. 500/-.
- (f) **Smoking Not Allowed:** Smoking in the Library is strictly prohibited.
- (g) **Combustible Material Not Allowed:** No combustible material shall be allowed to be taken inside the library premises.
- (h) **Personal Belongings Not Allowed:** Only light writing material shall be allowed inside the library. Personal books, books belonging to other Libraries, raincoats, umbrellas, etc. are not allowed. Such materials shall be kept in the drawers provided for the purpose at your own risk.

13. **Damage to Books/other Learning Resources.** Deliberate damage - mutilation, defacement, dog eared, marking, disfiguring etc. to Learning Resources warrants severe penalty. As such, the Librarian shall be competent to impose any of the following penalties in such cases: -

- (a) Current price of the book(s) and Rs.100/- as processing charge, if the book is defaced/ dog eared/ marking/ disfigured.
- (b) At least double the current price of the book(s) and Rs.100/- as processing charge, if the book is mutilated.

14. **Inter-Library Assistance.** The Library Staff on a specific request may provide assistance to the Library Users in the tracing of learning resources, consultation of library, literature search, etc. The books and other reading material, not available in the library, may be procured on loan from other libraries on specific request of the Members, submitted



through the HODs. The photocopies of articles/ research papers/ chapters of books, etc., may be procured for the Members from other libraries against payment at the rates fixed by the library that will supply the photocopies. The expenditure on procurement of such photocopies shall be borne by the requester. Note that this facility is not obligatory.

15. **Deposition of Books after Examinations.** Students are required to return books by a maximum of five working days of the completion of examination. Overdue charges as usual will be levied from defaulters. Failing which, their examination result may be withheld, and the cost of the books with fines as per the rule may be sent to the account section of the K.R. Mangalam University for recovery.
16. **No Dues Certificate (Clearance).** The members are required to obtain no dues certificates as follows: -
- (a) The students will be required to obtain “No Dues Certificate” after the completion of the course or when it is required/ asked by the K.R. Mangalam University.
 - (b) All the employees of the K.R. Mangalam University shall be required to obtain “No Dues Certificate” before leaving the K.R. Mangalam University irrespective of purpose/ reason of leaving the University.
 - (c) The Dean/ HODs/ Heads of Offices shall ensure before relieving an employee, clearing his/her dues, issuing degree or releasing security of the student that the employee/ student has produced the latest/ current “No Dues Certificate” from the library.
 - (d) The Library Membership shall be valid up to the date of issue of “No Dues Certificate” or end of the examinations/ academic year.



17. **Stock Verification:** After every two years books stock shall be verified. A Stock Verification Committee (SV) may be notified by the Registrar to carry out the task within a frame of time. The SV Committee shall submit their report to the University Librarian. The findings of the SV committee shall be placed before the Library Committee by the Librarian for their discussion and for further action of recommendations.
18. **Writing-off of Unserviceable/ Untraceable/Lost/ Theft Books.** Unserviceable books shall be written off by the following Committee as per Financial Rules of Government of India: -
- (a) University Librarian
 - (c) Library Committee
 - (d) Finance Officer
 - (e) Registrar
19. **Property Counter.** Personal belongings (bag & baggage etc.) are not allowed in the library. Before entering the Library, every student has to put their personal belongings at the property counter, provided for at the main entrance of the library at their own risk.
20. **Reading Room/ Hall.** Students may carry any textbook for reading in the Reading Hall. Reading Hall or Reading Room is provided for the study purpose only. Discussion, making Noise, Eating, smoking, playing etc. are strictly prohibited in the reading hall. Use of cell phones is undesirable.
21. **Review of Library Rules.** These Library Rules are subject to change from time to time with the approval of the VC, K. R. Mangalam University, Gurugram.

A handwritten signature in purple ink, appearing to read 'Mahajan', written over a horizontal line.

Registrar