



# **HITEC UNIVERSITY LIBRARY**

## **RULES & REGULATIONS**

### **LIBRARY TIMINGS**

HITEC University Library is open 5 days a week.

Monday – Friday: 08:30 am to 08:30 p.m.

Friday Break: 01:00 pm to 02:00 pm.

Help desk services are available from **08:30 am to 04:30 pm.**

### **1. GENERAL RULES**

Library users are expected to observe the following library rules while using the library facilities. Any violation may incur disciplinary action.

- a) Users are not allowed to bring their personal belongings to the library. All the members are required to leave their personal belongings (bags, briefcases, handbags, etc.) at the personal belongings shelves maintained near the entrance.
- b) Underlining, marking, folding and tearing pages of library material is prohibited.
- c) Leave the library materials on tables after consulting.
- d) Complete silence should be observed except for brief and subdued discussion with the library staff.
- e) Drinks and eatables are not allowed in the library.
- f) Smoking is strictly prohibited inside the library.
- g) Short pants are strictly prohibited inside the library.
- h) Keep your mobiles off within the library premises.
- i) To make the library environment more conducive for reading and research; gossiping, cell phone calls, sleeping, chatting, and disturbing the order of library furniture is strictly prohibited.
- j) In case the library card is lost, please immediately report to the circulation staff so that your membership is temporarily blocked to prevent misuse of the Library Card. Once you get a replacement, please inform circulation staff so that your memberships can be re-activated.
- k) Do not give your library card or check out materials to others, this may be helpful to avoid the fines.
- l) Any material not returned or renewed within 60 days by the student, the defaulter will be notified through email reminder. After three times reminders the book will be considered as lost, and the defaulter will have to pay the charges as per rule.

## 2. BORROWING RULES

- a) Students, faculty, officers and staff are entitled to check out books excluding textbooks and reference material for a specified period as given below:

<b>Category</b>	<b>Privileges</b>	<b>Time Period</b>
Undergraduate Students	7 Books	14 Days
Post-Graduate Students	7 Books	14 Days
Faculty Members	20 Books	Per-Semester
Officers / Staff	02 Books	14 Days

- b) Possession of HITEC University Library card is mandatory to borrow library material.
- c) Books borrowed by the patron may be reserved if not demanded by another patron.
- d) Reserved books may be collected within 2 days from the circulation desk.
- e) Book borrowed by any patron can be renewed for another period of 14 days if the same is not reserved by another patron.
- f) Non-circulating materials such as reference books, journals, research projects & theses, A/V material cannot be borrowed. Such materials can only be used within library premises.
- g) Any of the borrowed library materials is subject to recall as and when needed by the library.
- h) Misplaced library material should be reported to library circulation desk immediately for appropriate action.

## 3. LIBRARY FINES

To encourage timely return of library materials and to provide optimal sharing of the collections, fines are charged for overdue items. Borrowers are responsible for returning or renewing items by the due date. If items are not returned within the due date, fines will be charged from the first overdue day, at the following rates.

- a) Rs. 10/ per day for general book.
- b) All type of fines can be paid at account office at HITEC University. You must present the receipt of the paid fine to the circulation staff for updating the record.
- c) Overdue books will be reissued on payment of the fine.
- d) Library account will be blocked / suspended if the fine amount exceeds Rs.2000/.

#### **4. LOST MATERIALS AND THEIR REPLACEMENT**

- a) In case of loss of library material, recovery will be made twice the current price of the item.
- b) The patron can also provide a replacement copy to the library. In this case, he should provide the same/ latest edition of the publication.
- c) If the library user fails to pay fines, the amount will be deducted from '**Security Deposits**' of the student, if the stipulated amount exceeds the Security Deposits of the student, the authorities reserve the rights to withhold the issuance of the degree till the matter is settled.

#### **5. APPEAL OF LIBRARY CHARGES**

- a) Student may appeal against the fine within 15 days to the librarian. The librarian has the power to write off the fine up to Rs 1000/- and fine beyond this the case will be referred to Library Committee.