

# PVNR TELANGAN VETERINARY UNIVERSITY

## LIBRARY RULES

### 1. MEMBERSHIP

- Members of the Board of Management, Academic Council and such other persons as may be designated as Honorary members by the Vice- Chancellor.
- Members of the various faculties (Teaching, Research and Extension) in the **PVNR TVU**.
- University staff.
- Students.
- Such other persons as may be permitted by the University Librarian.

### 2. LOAN PRIVILEGES

	<b>Nature of Membership</b>	No of Books	Period of Loan
1	Members of various University Bodies as indicated in Rule No 1	2	30 days
2	University Officers	12	30 days
	<b>Teaching Staff</b>		
3	Professor	5	30 days
4	Associate Professor	4	30 Days
5	Assistant Professor	3	30 days
	<b>Research &amp; extension Staff</b>		
6	All Cadres	2	30 Days
	<b>Other Staff</b>		
7	All cadres Note: No cards are given. They may borrow books on a written request.	1	30 Days
	<b>Students</b>		
8	Ph.D students	3	15 Days
9	P.G Students	3	15 days
10	U.G students	2	15 Days

### 3. RULES GOVERNING LOAN OF BOOKS

Borrower's tickets will be issued to eligible persons by the Librarian on an application to be made in the prescribed form. The tickets shall not be transferable. The students should enclose the required passport size photographs while applying for Borrowers 'tickets.

Books, will be issued on production of the Borrower's tickets. Members shall come to the Library personally to borrow the books. Staff members may send authority letter along with the

details of books to be borrowed.

For books not returned in time, overdue charges (fine) will be charged at the rates given below exclusive of public holidays.

0.25Ps. per day per book for the first 10 days

0.50 Ps. per day per book for the subsequent period till the book is returned.

In case a staff member fails to pay the overdue charges at the library, the details of the fine shall be sent to the Asst. Comptroller or to the Drawing Officer of the official concerned for deducting the fine from the current month's salary of the official and to credit the same to the general fund of the University.

#### **4. SHORT PERIOD LOANS**

A fine of Rs.10.00 per book shall be charged for failure to return the book issued for Overnight use.

Books forming part of the Text-book collection, Periodicals, Reference collection or any book valuable for its rarity or illustrations, or any manuscript or thesis, shall not be issued out, except with the special permission of the Librarian.

The Librarian may recall any book issued outside the Library at any time and the book/s so recalled shall immediately be returned to the Library.

By submitting a request to the Librarian the users may call-in books which are issued out. The original borrower receives notice which establishes a new due date. When the book is returned, the person requesting the call-in is notified and the volume is held at the circulation desk for the time stated in the notification.

In the case of loss of a Borrower's ticket, a duplicate ticket will be issued on payment of Rs.10/- only after the lapse of one full calendar month from the date on which the borrower reports in writing the loss of his/her ticket. The member should execute an indemnity bond.

A “**No due Certificate**” issued by the Librarian, should be demanded by the relieving Officer from the members of the Staff and Students at the time of their leaving the College/Scheme / Project/ University. All the cards shall be returned to the Librarian while obtaining the ‘No due Certificate’. In case the cards have been lost Rs.10/- per each card shall be collected along with an indemnity bond.

In case of loss of books borrowed from the library the same should be brought to the notice of the Librarian immediately in writing by the member concerned. In such cases the member will be required to either replace the book by a new copy or pay the price of the book at two times the current rate of the book and also the overdue charges if any. In case of un-priced and out of print publications the price will be fixed by the University Librarian.

A member against whom any overdue or other charges are outstanding shall not be allowed further borrowing facilities until he/she clears all such dues.

## **5. USE OF BOOKS**

Patrons shall not write upon, damage, turn down the leaves of, or make any mark up on any book, manuscript or map belonging to the library; nor shall they lay paper on which they are writing, upon any book, manuscript or map. The erase of any mark of any writing on a book, manuscript or map belonging to the library is prohibited.

Every patron taking a book out of the library or reading within the library shall satisfy himself/herself that it is in good condition at the time of issue and be responsible for its safe custody and shall return it undamaged in any manner and in the event of its being lost or damaged including pencil or ink marks shall either replace the book or pay such compensation as may be fixed by the Librarian.

No tracing, copying or mechanical reproduction of any book, map or manuscript shall be done without the permission of the Librarian.

Patrons shall have the right on application, to reserve not more than two books for their use on the following day, provided that they may not reserve the same book/s for more than six successive days and are present in the Library on that day by 1-00 P.M to claim the book/s.

## 6. GENERAL

Every reader shall be required to show the identity card on demand and write his name in the register maintained for this purpose at the entrance of the library.

Conversation, making noise, use of cell phone and smoking are strictly prohibited in or near the Reading Room and the Stack Rooms.

The University Librarian/Associate Dean shall have power to cancel the tickets and refuse admission to any one infringing the rules and regulations of the library or for any other misconduct.

Patrons are requested to leave their belongings such as umbrellas, brief-cases, files, printed material etc. with the Attendant on duty at the counter and receive from him a token against the belonging deposited. The token has to be returned to the attendant before collecting the belongings while leaving the library.

Patrons are requested to note that the attendant at the counter is authorized to examine everything that passes into or out of the library.

Inter-campus library facilities will be available through the Head of the College /Centre /Station /Scheme or concerned.

## 7. STUDENT DISCIPLINE AND CONDUCT

Students registered to any of the Libraries under the control of the University are expected to conduct themselves in a disciplined way in the Library. As per "The **PVNR TVU** Regulations governing student discipline and conduct" penalties may be imposed on any student for any act of following indiscipline or misconduct with regard to Library Books, Journals, and Magazines.

Theft of whole or part of Books, Journals, Magazines from any of the Libraries of the University

Tearing papers, photos etc., from Books, Journals Magazines etc;

Defacing of Books, Journals Magazines etc;

Writing with pen/pencil in the Books, Journals, Magazines etc;

Misuse of Internet facility;

Misuse of CD-ROM facility

#### **8. CHARGES FOR VARIOUS LIBRARY SERVICES**

Xerox :

Scientific articles and extracts from books of 0.50 paise/copy

**PVNR TVU** Libraries (No personal or privatebooks)

All other documents including question papers, 0.50 paise/copy  
model papers etc.

Print Outs :

Internet etc. Per page, 0.50 paise