

Office of the Registrar
Krishna Kanta Handiqui State Open University
Patgaon :: Rani Gate :: Guwahati - 17

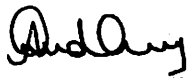
Ref. No. KKHSOU/Lib/63/2007/PT/113

Date : 02-09-19

Notification

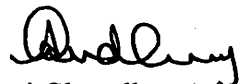
In pursuance with the decision of the 49th meeting of the Board of Management held on 02.07.2019 vide Resolution no. BM/49/24/2019 and subsequent approval of the Vice Chancellor dated 21.08.2019, it is for information that the Library Rules and Regulations of KKHSOU approved by Library Advisory Committee has been approved as enclosed.

Memo No. KKHSOU/Lib/63/2007/PT/113-A dated 02-09-2019


(Arupjyoti Choudhury)
Registrar

Copy to:

1. Secretary to the Vice Chancellor, KKHSOU.
2. Finance Officer, KKHSOU.
3. ✓ Members of Library Advisory Committee, KKHSOU.
4. Systems Analyst, KKHSOU - with a request to upload the notification.


(Arupjyoti Choudhury)
Registrar



Central Library, Krishna Kanta Handiqui State Open University

General Rules and Regulations

Central Library, Krishna Kanta Handiqui State Open University housed with text books, reference books, news papers, magazines, and audio-visual documents, etc. organised with best available tools & techniques. Apart from the print resources, a good number of electronic resources comprising e-journals, online databases, gateway portal to e-journals are made accessible to the patrons within the University campus.

Following rules and regulations are in force in this library:

1. Admission to the Library

- All bonafide members of the Krishna Kanta Handiqui State Open University shall be allowed admission in the library.

The bonafide categories are:

- Students
- Research Scholars
- Employees of the University
- Ex-employees of the University
- Any other person with permission of the Librarian may enter the library.
- The right of admission shall be denied to a person if in the opinion of the Librarian/Deputy Librarian/Assistant Librarian, he/she is:
 - Of unsound mind.
 - Intoxicated.
 - Shabbily dressed.
- All the patrons must carry their Identity cum Library Card while coming to the library.
- All the patrons/visitors must sign a register specially provided for the purpose by legibly entering the columns. The signature shall ensure that the person concerned agrees to abide by the rules and regulations of the library.
- All the patrons/visitors should deposit their personal belongings; such as bag, umbrella, file, private books(s), etc. at the property counter of the library.
- Only notebook, loose sheets, wallets, mobile phones, laptops, and valuable items will be allowed inside the library.

2. Membership

The following types of patrons can access the library:

General: The employees of the KKHSOU, PhD scholars and MPhil scholars of KKHSOU are permitted to make use of the library. Each patron is required to apply for library membership in a prescribed form attached with a stamp size recent photograph.

Special: On receipt of request by coordinator of study centers, students enrolled in the study centers of KKHSOU, retired persons / alumni of KKHSOU, visiting faculty can apply for Special patron-ship of the library for studying reading materials of the library at the library premises. The Librarian will decide the duration of patron-ship (six months, one year, and so on) and other matter on individual merit. For Special library patron-ship one has to apply in the prescribed form (provided by the library) and has to pay a fee which is mentioned at point **2.1**.

Temporary: Students, Researchers, Academicians who are not the member of the university community can apply for Temporary patron-ship of the library for studying reading materials of the library at the library premises. For Temporary library patron-ship one has to apply in the prescribed form (provided by the library) and has to pay a fee which is mentioned at point **2.1**. He/ She have to also submit valid proof of identity (like College Identity Card, etc). The Librarian will decide the duration of patron-ship (six months, one year, and so on) and other matter on individual merit.

After verifying all documents, an Identity cum Library Card will be issued to every patron according to the category to which he/she/ belongs to.

Patron-ship of a student or a research scholar shall remain valid till he/she remains on the roll of the University.

Patron-ship of an employee will be valid till last day of his/her service in the University.

2.1 Library Fees

- No library fee will be taken for employees of the KKHSOU for library patron-ship.
- For PhD scholars and MPhil scholars of KKHSOU, the amount of library fees (Annually) and Caution Money (Refundable) will be decided by the University which is to be deposited at the time of admission to the academic programme. They are to submit duplicate copy of the admission receipt along with the application for registration of library patron-ship.
- For other categories of users the library fee are mentioned in below:

| Category | Period | Library fee (Rs) |
|-----------|-----------|------------------|
| Special | One month | 50/- |
| Special | One year | 500/- |
| Temporary | One month | 100/- |
| Temporary | One year | 1000/- |

2.2 Library Clearance Certificate

A library clearance certificate may be issued to patrons only on returning all borrowed and surrendering the library materials.

Library clearance certificate is must for declaration of result, award of MPhil/PhD degree, superannuation/resignation/transfer of employees etc.

2.3 Loss of Identity cum Library Card

The loss of Identity cum Library Card should be reported immediately in writing to the librarian along with a fine of Rs. 200 for re-issue of a new card.

3. Working Hours of the Library

The Library shall remain open to the readers from 10-00 AM to 5.00 PM on all working days.

The library remains closed on every Sundays, 2nd and 4th Saturdays of each month and all state government holidays.

The timing of the Central Library is subject to change from time to time which will duly be notified.

4. Issue/Return of Books

The Circulation procedure is fully automated.

The privilege of borrowing books from the library is restricted to the registered patrons only.

No book(s) shall be issued to the Temporary and Special categories of patrons..

Patrons must come to the library personally and tender his/her Identity cum Library Card at the circulation counter at the time of transaction.

The Identity cum Library Card is not transferable. If any patron is found fraudulent using of Identity cum Library Card, action may be taken as per University norms.

The Librarian may recall any book from any patron at any time.

The following categories of Library documents shall not be issued out of the Library-

- Books treated as reference by the library
- Thesis and Dissertation
- Rare books ; and
- Journals/Magazines (Bound or Non-bound), Bulletins, Reports etc.
- In special cases the Library Professional at his discretion may issue a reference book/journal for overnight.

Note: Reference books will be those which are selected by the Library Professional as valuable for their illustration, on account of their rarity, as belonging to a series, being out of print, as difficult or impossible to be replaced if lost, as books required for constant reference.

4.1 Loan Criteria/ Borrowing Entitlements

| Category | No. of Books | Issue Period | Renewal | Reserve |
|--|--------------|--------------|---------|---------|
| Faculty Members | 20 | 60 Days | 5 | 5 |
| Officers | 10 | 60 Days | 5 | 5 |
| Research and Teaching Assistantship (RTA) | 5 | 30 Days | 2 | 2 |
| Ph.D Scholar | 5 | 30 Days | 2 | 2 |
| M.Phill Scholar, Research/ Project Assistant | 3 | 30 Days | 2 | 2 |
| Staff | 3 | 30 Days | 2 | 2 |

Patrons should carefully examine the book issued to them before leaving the Library counter. They shall bring immediately to the notice of the Library Personnel any damage or mutilation of the books issued. Otherwise the borrower will be held responsible for any such damage or mutilation and he/ she may be required to replace it.

4.2 Over Due Charges/Fines

Each patron will be entitled for a grace period of 15 days from the due date. Patron who has returned book(s) issued to him/her after the grace period or 15 days after the due date is required to pay the following amount as overdue charges: Rs 1/- per day

5. Use of Books

- Every patron taking book(s) out of the library shall be responsible for the book(s) and shall return them undamaged.
- Any person entitled or permitted to use the library, if found guilty of mutilating or disfiguring or defecting by writing in the margin, underlining sentences, marking passages or in any other way, or of losing a book, periodical, map or chart or other property belonging to the Library, shall be required to replace such documents damaged or defaced otherwise two times of the cost price will be charged.
- If the book is one of the set or series and the volumes cannot be obtained singly, the whole set or series must be replaced at the readers cost. If replacement is not possible, three times of the cost price will be charged. Further he/ she may be fined and/ or deprived of the privileges of the library and the action to be taken will be decided by the library authority.
- Any person entitled to use the library, if found guilty of mutilation or damaging any book or journal of the library, which is rare or irreplaceable, will be liable to severe punishment to be decided by the library authority.
- No tracing or mechanical reproduction of any book, map or manuscript shall be made without the expressed permission of the library professional.
- Book(s) on loan should be handled with all care to enable their continued use to the maximum extent possible.
- No book(s) shall be issued on loan, which in the opinion of the Library Professional, is not in a condition to be handled by the borrower.

6. Reprography and Printing Facility

These facilities can be availed by all types of library patrons. Documents for reprography at the library must be from the Central Library, KKHSOU only. For these services minimal charge will be taken as suggested by the authority.

7. Code of Conduct in the Library

- Patrons are required to maintain the order of the books on the shelves.
- After consultation, the books should be kept on the reading table.
- Conversations, making noise and smoking inside the library are strictly prohibited.
- Silence should be strictly observed in the library.

- Hygienic conditions must be ensured in the library so that patrons may be able to study in healthy atmosphere.
- No patrons should be allowed to sleep in the library reading room.
- Misuse of library privileges, violation of any rules and creating any nuisance within the library shall account to breach of discipline. Whenever an occasion demands, the Librarian shall be within his/her right to take such action on the spot as he/she deems necessary. If further follow up action is necessary he shall report the matter to the University Authority.

8. Guidelines for E-Library Services

- Internet facility is restricted to the registered patrons of the Central Library, KKHSOU.
- Prior permission of the Librarian must be obtained by the visitors or research scholars from other institutions availing consultation facilities.
- Patrons who need to use the internet facility must produce the Identity cum Library Card. Library members must record their names and other details in the Internet Log Register before using the facility.
- Patrons must make use of the internet facility only to support their academic and research activities.
- Access of social networking sites, e-commerce sites, torrent, downloading music and video, etc. are strictly prohibited.
- Patrons must not install any software not specifically approved by the library.
- Stern action will be taken against the patrons, for maliciously accessing, altering, deleting, damaging or destroying any computer system or data.

9. Other Rules

- When the readers have any complain about the library service they should not enter into any argument with the library staff, but bring it to the notice of the Librarian.
- Cases of incivility on the part of library staff or other failure in the services should be reported immediately to the Librarian.
- The Library Authority may refuse, under special circumstances, any application for the privilege of loan of books or use of any book without assigning any reason.
- In all matters, the Librarian shall have the power to take such an action as he/she may deem fit.

Note: The library rules may be amended or altered as and when necessary.