

## **1. GHAZI UNIVERSITY, DERA GHAZI KHAN, USE OF LIBRARY REGULATIONS**

- (i) These Regulations may be cited as the " Ghazi University, Dera Ghazi Khan, Use of Library Regulations" 2021.
- (ii) These Regulations shall come into force with immediate effect.

## **2. DEFINITIONS**

Unless there is anything repugnant in the subject or context, the expressions used in these Regulations and defined or used in the Ghazi University Act, 2012, shall have the meanings assigned to them, respectively, hereunder or in the Act

- (a) "Act" means the Ghazi University Act, 2012;
- (b) "Authority" means: any of the authorities specified under Section 18 of the Ghazi University Act,2012;
- (c) "Chairperson" means the Head of a Department, Principal of a Constituent College or Director of an Institute;
- (d) "Competent Authority" means an Officer or Authority of the University, competent to take disciplinary action against a University student / Teaching staff / Non-Teaching Staff, guilty of misconduct and indiscipline;
- (e) "Central Library" means Central Library of Ghazi University, Dera Ghazi Khan;
- (f) "Campus Library" means the Library of a Campus of Ghazi University, Dera Ghazi Khan;
- (g) "Dean" means the Head of a Faculty of the University;
- (j) "Disciplinary Advisory Committee" means Disciplinary Advisory Committee constituted to investigate cases of misconduct and indiscipline;
- (k) "Faculty" means an administrative and academic unit of the University consisting of one or more departments, institutes or constituent colleges;
- (l) "Librarian" means Librarian of Ghazi University, Dera Ghazi Khan;
- (m)"Library User" means registered member of the University Library, including Enrolled Student/ Serving Teaching Staff/ Non-Teaching Staff (Regular) of the University;
- (n) "Library Material" means books, magazine, journals or any other form of literature or reading material available at Library;
- (o) "Library Committee" means Committee constituted by the Vice Chancellor on the recommendations of the Librarian to perform specific functions assigned to it from time to time;
- (p) "Non-teaching Staff" means the Administrative Officers and supporting staff of Ghazi University;
- (q) "Penalty" means a penalty that may be imposed under these Regulations and under Discipline and Conduct Regulations, 2020;
- (r) "Statutes", "Regulations" and "Rules" means respectively, the Statutes, the Regulations and the Rules made or deemed to have been made under the Ghazi University Act, 2012;

- (s) "Students" means Students enrolled in any degree program offered by the University;
- (t) "Syndicate" means the Syndicate of Ghazi University, Dera Ghazi Khan;
- (u) "Teaching Staff" means Professors, Associate Professors, Assistant Professors, Lecturers, Teaching Assistant, Demonstrator and Instructor engaged whole time by the University and such other persons as may be prescribed in the University/sub-campus/Constituent College for teaching degree, undergraduate or postgraduate classes;
- (v) "University" means the Ghazi University, Dera Ghazi Khan, as reconstituted under the Ghazi University Act,2012;
- (w) "Pro Chancellor" means the Pro Chancellor of Ghazi University, Dera Ghazi Khan; and
- (x) "Vice Chancellor" means the Vice Chancellor of Ghazi University, Dera Ghazi Khan

### 3. ENTITLEMENT FOR LIBRARY MEMBERSHIP

- (a) All enrolled Students, Teaching and Non-Teaching Staff of the University are entitled to become members and can draw books from the Library.
- (b) Membership to the Library/Book Bank will be granted after completing the prescribed Application Form (obtainable from Library/Website) without any additional fee. Members are required to use their membership card while accessing the Library.
- (c) The Library reserves the right to refuse entry to anyone without a valid University/Campus Card or Library Card. Only valid Card holders will have access to the Library material. Library Users may be required to produce their card to confirm identity. After permission from Librarian, visitors (without a valid Library Card) may access the Library for reference purpose only. There may be restrictions on the use of electronic information sources as a result of licensing agreements.
- (d) Library Card will be issued to each registered Library User, which will not be transferable and must be shown on request. A charge will normally be made for a replacement card.

### 4. ISSUANCE AND RETURN OF LIBRARY MATERIAL

- (a) Books (prescribed in the course) could be loaned for a varying period to Library Users, as described below.

S. No.	Library user	Max No. of books (At a time)	Max issuance duration
1.	Teaching staff (Regular)	06	One semester
2.	Undergraduate Student	02	15 Days
3.	Postgraduate Students	04	15 Days
4.	Non-Teaching staff (Regular)	02	15 Days

- (b) A faculty member (regular) can draw only six books from the Library in a semester. He will, however, return the books on semester termination, when he will get the new books issued for the next semester. Books cannot be transferred to any other member of the Library.
- (c) Textbooks, recommended books and Reference Books may be issued for overnight only with the permission of the Librarian.
- (d) Books of which only single copies are available, volumes of periodicals and thesis, reports may be issued for three (03) days under the special permission of the Librarian.
- (e) No Library material shall be removed from Library premises until its issue has been properly recorded. Materials borrowed shall be returned within the stipulated period and their return properly recorded at the Library. Library Users are responsible to properly record return book/s in the Library Register.
- (f) Any material borrowed may be recalled after seven days of being issued if it has been requested for use by another reader or any other purpose. It must be returned as specified in the recall notice.
- (g) Library materials in certain categories indicated below may not be issued without special permission: (a) Items from the Reference collections; (b) Material labeled 'Not to be Issued'; (c) Theses/ Reports.
- (h) Members leaving the Library should stop at the exit so that the material borrowed or taken out of the Library by them may be checked.

## **5. GENERAL CONDUCT AND DISCIPLINE**

- (a) Library material is issued to Library Users, for safe and fair use. Library Material issued must be used by the borrowers themselves and not further lent out to others. Library Material issued to the Library Users are non-transferrable and expected to be fairly used without any damage /modification.
- (b) The Library Staff reserves the right to inspect anything brought in the library premises. Laptops, mobile devices, bags, files, folders, coats and any other items allowed into the Library shall be subject to examination on exit.
- (c) Library users must take care of Library and Library Materials and must not damage or deface them in any way, including by highlighting, underlining, writing or drawing in them or by removing any part of them. Bottles of ink may not be brought into the Library.
- (d) Library Users are responsible for the security of their own belongings. Members entering into the Library shall not bring in their personal books, briefcases, large size file covers, overcoats, etc. These may be deposited with the Library Attendant at Library Main Counter. Study space may not be 'reserved' by leaving personal belongings unattended at desks whilst the owner leaves the Library. Belongings left unattended at any time may be removed and treated as lost property.

- (e) Use of portable computers and mobile devices are permitted in the Library premises, provided that these are in the 'silent' mode or quiet in operation. Users of such equipment may be required to work in specified areas or to stop using a computer if it constitutes a distraction to other readers.
- (f) Library Users using their portable computers and mobile devices do so at their own risk and are responsible for the safety and security of their equipment (including cables). They should be mindful of the safety of others by avoiding trailing wires. It is the responsibility of the owner to have such equipment tested for electrical safety, and use is conditional upon the owner's acceptance of responsibility for damage to University property caused by their equipment.
- (g) Food and beverages, sleeping and smoking within the Library premises is strictly prohibited.
- (h) Silence must be observed in and around the Library at every time. Noise making, audible conversation, shouting within the Library, playing music on computers/handsets in the Library are strictly prohibited.
- (i) The use of mobile phone (for calls) in the premises of the Library is strictly prohibited. If any student is found using mobile phone in the Library, a fine of Rs.300/- will be charged from him/her.
- (j) Discussions in the Reading Rooms is strictly prohibited. The combined study of males and females in the premises of the Library is not allowed. The offenders will be charged a fine of Rs.200/- each.
- (k) Reading tables and chairs must not be moved from their positions.
- (l) Library staff shall be responsible for the maintenance of order in the Library. Library staff is empowered to stop any activity in the Library, which they consider unethical, disorderly conduct or breach of any rule, prejudicial to the safety, well-being, or security of readers or Library staff or to the preservation of the collections. Library Staff may require an offending member to withdraw from the Library for the remainder of the day and shall immediately report the case to the Librarian.
- (m) The University Library shall remain closed during holidays and for the annual stock-taking period. Stock-taking shall be conducted from the shelf list/accession register.
- (n) Physical verification will be made every year in June by a special committee duly notified by the University.
- (o) There will be only one point of entry and exit in the Library. The doors and windows of the Library shall be secured with proper protective devices.
- (p) It is to be ensured that no serious negligence will be on the part of Library Staff, which may result in the loss of the library books.

- (q) Proper record for the library materials issued, may be maintained. according to modern available library practices and proper records for transfer and movement of books from one section to another be also maintained.
- (r) Proper arrangements shall be made for keeping the personal belongings, including books etc., at the Library entrance.
- (s) Library staff, readers and visitors are requested to demonstrate values of mutual respect and courtesy in all interactions.

## **6. LEGAL ISSUES**

- (a) Students are expected and as well advised to use the e-Library resources for educational purposes only and users must follow Cyber Laws of Pakistan. If any student is found visiting porn/ unethical/ prohibited websites or involved in on his laptop in the Library or computer in the Library, a fine of Rs.500/- will be charged from the Library User. This may lead to cancellation of his/her Library membership.
- (b) Personal details of Library Users may not be disclosed to other users, nor shall any person use the computerized facilities of the Library to obtain or process data. Library staff, may, however, disclose information on the loans of individual users for the purposes of disciplinary procedures.
- (c) Unauthorized access, transmission, copying, scanning or interference in an information system or data (of any source) will be dealt according to Cyber Laws of Pakistan.

## **7. PENALTIES**

- (a) Library users must take care of Library property and Library Materials. and should not damage or deface them in any way, including by highlighting, underlining, writing or drawing in them or by removing any part of them. Bottles of ink may not be brought into the Library.
- (b) A Library User who damages the Library Material or fails to return (or returns in a damaged condition) any material shall be liable to pay the cost of replacement or repair. Such Library Fines will be charged as notified or evaluated by the Librarian/Library Committee constituted for this purpose.
- (c) In enforcing the Regulations, the Librarian has the power to impose penalties.
- (d) Librarian may withhold Library services and/or facilities for any infringement of the Regulations. In exceptional circumstances, the Librarian may direct any person to leave the Library if his behavior, is prejudicial to the proper conduct of the Library.
- (e) All types of Library Fines [duplicate cards fee, price of lost book, fine regarding combined study, use of mobile, misuse of internet and binding charges of mutilated books] will be submitted in prescribed University Bank Account and receipt of paid Bank Voucher will be submitted to Librarian.
- (f) A delay fine will be charged from Library User (Student) keeping the book or books beyond the prescribed period at the rate of Rs.5/- per day per book. However, in case

of closure of the University for a period exceeding ten days only normal rent will be charged in lieu of the delay fine. The Librarian may, at his discretion, reduce the delay fine incurred by a borrower from 10 to 50% only, in case of deserving/poor students.

**OR**

If delay fine of the book is greater than the price of the book, then overdue period can be considered as rent period and special rent i.e. Rs.40/- per month will be charged from the student.

- (g) If any Library User is found in pilfering Library material, Library User will have to pay the fine equal to current price of the Library Material. Such Library User can also be: -
- a. kept on probation for one or two semesters (Student Member).
  - b. Library membership can be cancelled for one to two semesters.
  - c. Rustication of a student from the University according to loss of Library Material.
- (h) If an issued Library Material is lost or mutilated, Library User would be required to pay its current price plus a fine of Rs.100/-per book. If the current price is not available, the price of the Library Material given in the library record will be charged as double and the Librarian will assess the value/cost of the material. However, preference will be given to replace the material. In case of mutilated material is repairable, binding charges i.e. Rs.150/- for hard binding and Rs.50/- for card binding will be charged from the borrower.
- (i) The printed matter, books, journals, reports, etc. carrying the face value in foreign currency shall be charged at the current conversion rate.
- (j) In case of theses etc. which are not priced publications, photocopying charges according to the market rate will be received plus binding charges.
- (k) In case of the staff member (Teaching/ Non-teaching) for loss of card, a duplicate card will be issued on payment of Rs.50/-, and other abovementioned regulations will be applicable. Report for loss of card to the Library staff should immediately be made to avoid any misuse.
- (l) If the Library User (University Teaching/Non-Teaching Staff) has paid fine equal to the current price of the book(s) the books will be written off from the Library record.
- (m) If the Library User (University Teaching/Non-Teaching Staff) has donated relevant / valuable book(s) then overdue book(s) will be written off from the Library record after the assessment of total amount by the Internal Departmental Committee to be constituted by the Librarian.
- (n) If the Library User (University Teaching/Non-Teaching Staff) did not return the overdue book(s) within three months after the due date, the price of the overdue book(s) will be deducted from the salary of the borrower. Such overdue book(s) will be written off from the Library record after the recovery of the price of the overdue books from the salary.

- (o) No reminder for return of overdue book(s) will be sent to the Library User, as it is the responsibility of library users to return the book(s) before the due date.

## **8. LIBRARY CLEARANCE**

- (a) Students, Teaching Staff, Non-Teaching Staff leaving the University (permanently or proceeding on long leave) will get a clearance certificate from Library.
- (b) Visiting faculty will get a clearance certificate from Library at the end of every semester. Their Semester remuneration will be released by the Treasurer office on receipt of a clearance certificate from Library.
- (c) All Student Library Users will get clearance from the Library to get Detailed Marks Certificate, Provisional Certificate, Degree Award.
- (d) The examination results/degree of the students not clearing their account with the Library shall be withheld by the University until they obtain clearance from the Library or any other officer duly designated by the Librarian. Final clearance will be considered after the completion of the tenure of the study program.

## **9. STOCKTAKING**

- (a) Stocktaking will be done after 3-5 years.
- (b) During stocktaking lending of books shall remain suspended.
- (c) All library Users have to submit issued Library Material before notified period.

## **10. LIBRARY WORKING HOURS**

- (a) Library would remain open during the University working hours.
- (b) The Library working hours / Opening hours of Reading Rooms may be changed as and when required.

## **11. LIBRARY MANAGEMENT**

- (a) Management and control of the library as regards placement of staff and delivery of services rests with the Librarian.

## **12. EVENTS**

- (a) Various events or Trainings will be arranged by Library for Research scholar's/Faculty members on Turnitin, Endnote, SPSS, etc. on request of Chairperson/Head of Department.
- (b) Exhibitions, Book Fairs, Seminars and Workshops.
- (c) Orientations for new / fresh intake of students. Information Literacy Sessions (For each new academics).

### **13. DONATIONS /GIFTS**

Donations/Gifts would be welcomed without any condition and their record will be kept by the Librarian. Following are guidelines for accepting any offer of gifts.

- (a) Any academic material welcomed if fall within scope of library's collection development policy if they are of academic value and if they contribute significantly to the usefulness of current teaching and research collection of library.
- (b) Library would not accept donation of any material that is out of date, or in poor physical condition.
- (c) Donations will be accepted without obligations to donors and on understanding that upon receipt, the material will become property of University Library.
- (d) Library will determine most appropriate way to treat any donated material.
- (e) Donations will normally be dispersed and items will be shelved with materials on same subject or in other sequence rather than kept in separate, discrete collections.
- (f) Donated material will have the same selection criteria as other library material.
- (g) Library reserves right to dispose of any gift that seems unsuitable or unwanted.
- (h) If required low price editions received in donation may be distributed among students.

### **14. WEEDING OUT/WRITE OFF**

In consultation with the concerned Chairperson/Head of Department, Librarian may weed out/write off non used and outdated material after proper permission of the Vice Chancellor.