

Jharkhand Raksha Shakti University, Ranchi


Date...12/09/22

Memo No: JRSU/ LTB /07/178/22


University Library

Standard Operation Procedure (SOP)

1. The JRSU Library is primarily meant for bonafide students and faculty members of Jharkhand Raksha Shakti University, Ranchi.
2. The outsiders from other university / institution may be allowed only with the written prior permission of the Hon'ble Vice-Chancellor or Registrar or Dean of Faculty for a limited period. They shall, however, have to consult the documents and other materials within the premises of the library.
3. The Library Card will be issued to a student at the beginning of his/her career in the University, subject to the rules and regulations of the Library.
4. The library card should be preserved carefully. Loss of the Card should be reported immediately in writing to the Librarian. Issue of a duplicate card may be considered in case of loss on payment of Rs. 100/- for students but cannot be claimed as right. The student will be responsible for books found outstanding in the original Card even after a duplicate has been issued.
5. The borrowers will inspect the books and bring it to the notice of the Counter Assistant/Library staff if they are damaged before getting them issued; otherwise he/she will be held responsible for any other damage detected at the time of return.
6. Overdue charges will be collected as per rule prevailing in case of delay in return. The current charges are General Stock Books Rs.5/- (Five Rupees) per day per book. The vacation period defined by the university will not be counted for charging the fine amount.
7. Students participating in competitions shall require getting approval from the librarian about the topic on which they would borrow the books.
8. The person entering the library shall sign in the visitor's Register kept at the Library Gate as token of his acceptance to adhere to the rules of the library.
9. All kinds of personal belongings except notebook are required to be kept at the property counter at the Library entrance.
10. The physical condition of the book should be checked while checking out. Mutilation of pages if found it will brought to the notice of the circulation in-charge otherwise the borrower himself / herself shall be responsible for mutilation of the book if detected afterwards.


12/09/2022

11. Underlining, marking, folding of pages, dog biting of pages etc in the book is strictly prohibited and shall attract penalty.
12. The users are liable for punishment and fine if they either misbehave or damage the books or any other property of the library.
13. Library staff will not be responsible for thing, personal and belongings left and subsequently stolen or misplaced from the library hall.
14. Watching movie or video on laptop or smart phone, Playing game on laptop or smart phone, and eating any items are strictly prohibited and shall be accordingly penalized.
15. Books/Documents will be issued/ returned to Library Card holders only.
16. No other person is allowed to issue/return books on other's card.
17. The Librarian shall have the discretion to recall any book even before the due date.
18. Library Timing:
 - (a) Library Timing 10 am to 5pm
 - (b) Circulation Timing 10.30 am to 4.30 pm
19. Loss of books /documents should be reported in writing to the Librarian immediately. The decision of the Librarian will be final regarding recovery of cost.
20. The Librarian has the discretion to recall any book even before the due date.
21. The books/documents borrowed on the card are not transferable.
22. Only writing materials will be allowed inside the Library. Personal belongings such as Personal Books, Issued Books, loose garments, shawls, umbrellas, brief cases, bags, file covers etc. are to be left behind at the appropriate place (Property Counter) near the entrance of the Library.
23. Students will present the Library Card with books at the Circulation Counter for Issue/Return of books.
24. Misuse of Library privilege will be regarded as breach of discipline.
25. No dues Certificate will be issued only when all the documents borrowed are returned to the Library.
26. This card must be used only by the member to whom it is issued.
27. The above regulations may be amended at the discretion of the Library Committee.

 12/09/22


28. In case of the loss of books Borrowed by a user in his/her custody, the Borrower shall be liable to replace the book or bear the cost of replacement. If the replacement is not done within 15 days, the defaulters will be charged as follows :-
- Three times the cost of the book, if the book is in print.
 - Five times the cost of the book, if the book is out of print.
29. Students should deposit their late fines within the same week otherwise their all borrowing facilities will be suspended until the dues are cleared.
30. Fine for any misbehavior & undisciplined with library staffs:- Rs. 500/-
31. The above timings of the library are subject to change from time to time as per requirement which will be duly notified on the Notice Board of the library.
32. The final authority to maintain order and discipline in the Library, designate a particular act as an act of indiscipline in the Library and ask the student concerned to leave the Library shall vest in the Librarian.
33. No one shall be allowed within the Library unless and until he puts his signature in the entry register, which shall be placed outside the library gate from 01.08.2022
34. If anyone is found within the library without registering himself/herself in the entry register, he/she shall be liable as per library rules.
35. Books will not be issued after 4.30 PM in any condition.
36. Books will be issued to and returned by library card holders only.
37. Student must ensure that he/she Sign in the register while issuing or returning the book/books.
38. Students shall ensure the immediate collection of issued books, once it is issued in their library card.
39. No other person is allowed to issue books on others' card.
40. Library is meant for study; hence making noise will not be tolerated.
41. Unnecessary disturbance in library will cost Rs.500/- fine at a time.
42. Library fee Rs. 500/- (Five Hundred Rupees) to be deposited at the time of admission will not be refundable.
43. No dues certificate is compulsory for every students and staffs.
44. The above regulations may be amended at the discretion of the Library Committee.


 12/09/2022 -

45. Borrowing privileges / conditions:

| Sl. No. | User Category | No. of Books | Loan Period in days | Overdue Charges |
|---------|---------------------|--------------|---------------------|-------------------------|
| 1 | Faculty | 7 | 180 | Rs.5/- per book per day |
| 1 | Ph.D. | 5 | 14 | Rs.5/- per book per day |
| 2 | PG | 4 | 12 | Rs.5/- per book per day |
| 3 | UG | 3 | 10 | Rs.5/- per book per day |
| 4 | Diploma | 2 | 7 | Rs.5/- per book per day |
| 5 | Certificate | 2 | 7 | Rs.5/- per book per day |
| 6 | Non-Teaching Staffs | 2 | 15 | Rs.5/- per book per day |

Note: There is no provision of book renewal


12/09/2022
Col. (Dr.) Rajesh Kumar
Registrar
JRSU, Ranchi


12/9/2022

Copy to: