

CHAPTER 22

LIBRARY REGULATIONS 2003

1. DEFINITIONS

- a. These regulations will be called Library Regulations of University of Veterinary & Animal Sciences Lahore, 2003.
- b. “Competent Authority” means Vice Chancellor of the University of Veterinary and Animal Sciences, Lahore.
- c. “Librarian” means Librarian of the University of Veterinary and Animal Sciences, Lahore.
- d. “Library Committee” means Library Committee of the University of Veterinary and Animal Sciences, Lahore as approved by the Syndicate of the University.
- e. “Research Scholar” means a person duly authorized to conduct research at the University of Veterinary and Animal Sciences, Lahore.
- f. “Student” means any person enrolled at University of Veterinary and Animal Sciences, Lahore for a degree, diploma or certificate programme.
- g. “Syndicate” means The Syndicate of the University of Veterinary and Animal Sciences, Lahore.
- h. “Teacher” means Professor, Associate Professor, Assistant professor, Lecture and research staff having prescribed

qualifications and engaged whole time by the University for teaching students enrolled for certificate, diploma, degree or postgraduate classes and such other person as may be declared to be the teachers by the University of Veterinary and Animal Sciences, Lahore.

- i. “University” means University of Veterinary and Animal Sciences, Lahore.
- j. “University Library” means Main / Central Library of the University of Veterinary and Animal Sciences, Lahore.
- k. “Vice Chancellor” means Vice Chancellor of the University of Veterinary and Animal Sciences, Lahore.

2. WORKING HOURS

- 2.1** The University Library shall remain open for service to the students and staff from 8.30 am to 8.00 pm in two shifts.
- 2.2** The Library hours of service may be changed after approval of the competent authority on the recommendation of University Library Committee. The Librarian will notify the Library timings.
- 2.3** The Library shall remain closed on Sundays, other Gazetted holidays and for the annual stock taking period during the summer vacations or as prescribed by the Library Committee.

3. USERS OF THE LIBRARY AND THEIR LOAN PRIVILEGES

3.1 The following persons shall be allowed to use the Library resources and facilities.

- a. Members of all the statutory bodies of the University.
- b. Members of the academic and administrative units of the University.
- c. Persons holding special permission of the Librarian.
- d. All University students having membership of the Library.

3.2 The following categories of persons shall be eligible to become members of the Library. They shall have the privilege to draw books from the Library to the extent and for the period shown against each, subject to the conditions and restrictions laid down herein.

	<u>CATEGORIES</u>	<u>NO. OF BOOKS</u>	<u>PERIOD</u>
i.	Members of the Syndicate	4	14 days
ii.	Members of the Academic Board	4	14 days
iii.	Members of the Selection Board	4	14 days
iv.	Member of the Board of Studies.	4	14 days
v.	Professor / Associate professor of the University	6	One Semester
vi.	Assistant Professor / Lecturer of the University	4	One Semester
vii.	Contract Teachers	2	One Semester
viii.	Research Associates / Officers	2	14 days
ix.	All other University employees	2	14 days
x.	Under Graduate Students of the University Who deposited Rs. 2000/- as a refundable Library Security Fee at the time of admission.	2+2	14 days
xi.	Post Graduate Students of the University who have Deposited Rs. 3000/- as a refundable Library Security at the time of admission.	2+2	14 days

4. REGULATIONS FOR THE USE OF LIBRARY

- 4.1** The persons falling in the above mentioned categories desirous to use the Library must apply on prescribed Library membership forms obtainable from the Library @ Rs. 5/-. The Library membership forms shall be respectively attested by
- a.** The Dean or nominee of the Dean for under graduate students.
 - b.** The DASR. or nominee of the DASR. for post graduate students.
 - c.** The Head of Department for University employees.
 - d.** The members of the Syndicate, Chancellor's Committee and other Statuary Bodies who are not employees of the University can become honorary members of the Library by submitting application form.
- 4.2** On acceptance of the application a non transferable "Borrower's Library Card" shall be issued to the member. The members shall be permitted to draw books from the Library under Regulation. 3.2
- 4.3** The Borrower's Card shall have to be presented at the time of drawing or returning books.

- 4.4** A borrower losing his Card shall at once inform the Librarian in writing and a duplicate Card shall be issued to him on payment of Rs. 25/-.
- 4.5** Duplicate Borrower's library card shall be issued to the applicant only if his Library account is clear.
- 4.6** Maximum number of books that a member can draw at a time shall be mentioned on the Borrower's Library Card.
- 4.7** Library materials have been divided into following categories.
- i** Category "A" includes the latest recommended text and reference books of which only single copies are available. The books in categories "A" shall not be issued except for short time to a teacher for lecture room / Photostat by special permission of the Librarian.

 - i.** Category "B" includes all current periodicals, journals, thesis, reports, books on approval and all reference material i.e. News Papers, Magazines, Encyclopedias, Dictionaries, Atlas, manuscripts, CD-ROMs, Video Cassettes, Slides and other material assigned by the Librarian. The material in category "B" shall not be issued but can be consulted within the Library only.

ii. Category “C” includes all other books of Library and Book Bank. These books can be borrowed as mentioned under regulation 3.2

4.8 When a request is made for a book already loaned out of the Library, the intending borrower shall be required to fill in a Reservation Slip. As soon as the book is received back in the Library, the intending borrower shall be informed about the availability of reserved book. Such books shall be issued in order of priority determined by the dates of reservations.

4.9 If a borrower desires to retain a book beyond the prescribed period, he may get it re-issued provided another member does not reserve the book.

4.10 No Magazine, periodical or newspaper shall be taken out of the Reading Room except by a member of categories (i) to (vi) of Regulation 3.2, for a short time on the provision of a written receipt for the same to the Librarian.

4.11 Members of category (viii) of Regulation 3.2 shall have the privilege of borrowing non-technical books only.

4.12 The Librarian may recall a book urgently required in the Library at any time.

- 4.13** Members are advised to inspect the book (s) etc. at the time of issue and bring defects, if any, to the notice of the Library officials at the counter.
- 4.14** Members shall get the books issued on their Cards before taking them out of Library. Breach of these Regulations shall entail the defaulters to one or more penalties mentioned below.
- a.** Fine of the Rs. 500/- per book.
 - b.** Cancellation of Library Membership for the remaining semester / whole period of study and his / her security fee shall be forfeited.
 - c.** Any other disciplinary action as per University Rules and Regulations.
- 4.15** Retention of books by any member beyond the prescribed time limit shall entail the following fine.
- a)** Rs. 1/- per volume per day for text books subject to maximum of double of the prevailing market price of the book.
 - b)** Rs. 2/- per volume per day for reference / special books subject to maximum of double of the prevailing market price of the book.
 - c)** The Librarian may at his discretion, reduce or remit the delay fine.

- 4.16** Members shall not damage, mark, or write or highlight on any library book, periodical, map or manuscript. Defaulter shall be required to replace the damaged material with the new one, or pay double of the prevailing market price.
- 4.17** Members who lose any library book, periodical, map or manuscript, shall be required to replace the lost material with new one, or to pay double the prevailing market price at the time of payment. These returns shall be deposited in the Account entitled “Cost of Books / Fines” and thus collected amount shall be placed at the disposal of the Librarian for the purchase of new books as per rules.
- 4.18** If any volume of a set is injured or lost and it is not available separately, the whole set shall have to be replaced or paid for. The damaged book or set, which has been paid for by a borrower, shall become his / her property.
- 4.19** Library Security shall be refunded only within one year of final result notification on the provision of clearance certificate from the Library. The revoked security fee shall be transferred to the Library Account entitled “Cost of Books / Fines” at the end of every financial year by the Treasurer Office. This amount shall also be placed at the disposal of Librarian for the purchase of new books / journals as per rules.

4.20 The detail marks sheet, provisional certificate and degree shall not be issued to any student without the provision of clearance certificate from the Library.

5. REGULATIONS REGARDING THE BOOK BANK

5.1 All students enrolled in various programmes of study in University of Veterinary and Animal Sciences, Lahore shall be entitled to borrow books from the Book Bank.

5.2 A student who is a member of University Library shall also be considered a member of the Book Bank and their Library security shall also be considered a security for the Book Bank.

5.3 The rent shall be charged at rate of Rs. 5/- per book for one month.

5.4 All under graduate students mentioned at 3.2 category IX are entitled to borrow two books at a time for a period varying from one month to one semester.

5.5 All post graduate students mentioned at 3.2 category X are entitled to borrow two books at a time for a period varying from one month to one semester.

5.6 A delay fine shall be charged from the student keeping the book (s) beyond the prescribed period @ of Rs. 1/- per volume per day subject to maximum of double of the prevailing market price of the book (s).

- 5.7** The book (s) loaned from the Book Bank must be used by the borrowers and not further lent out / transferred to any other students.
- 5.8** No clearance certificate shall be issued to the student who fails to return the book (s) to the Book Bank.
- 5.9** Library security shall not be refunded to a student unless he / she gets clearance from the Book Bank.
- 5.10** If a book is damaged, mutilated or lost, the defaulter shall be required to replace the book with the new one or to pay double of the prevailing market price.
- 5.11** The In-charge Book Bank will collect the amount of rental fee, fines cost of damaged book (s) of the Book Bank on the prescribed receipt. The amount, thus collected, shall be deposited in the Account entitled “Book Bank Account”. This amount shall be placed at the discretion of Librarian for the Purchase of new book and preservation of the existing stock of Book Bank.

6. REGULATIONS REGARDING THE AUDIO VISUAL/ COMPUTER SECTION

- 6.1** Only members of the Library shall be entitled to use audio visual / computer facilities of the Library.
- 6.2** Internet usage charges shall be Rs. 10/- per hour for all students subject to revision from time to time.

- 6.3** Searching of Internet shall be free for all Faculty Members mentioned at 3.2 category V, VI, VII and VIII for only one hour on first come first serve basis subject to the further availability of the Computer or nature of the assignment.
- 6.4** For getting a print out, Rs. 5/- shall be charged for black & white printing.
- 6.5** Rs. 15/- per day shall be charged as a rent of video film / video CD available for rental purpose.
- 6.6** Rs. 10/- shall be charged for scanning of one document or picture.
- 6.7** Rs. 50/- shall be charged for CD-Writing without CD.
- 6.8** Internet searching / CD-Rom shall be provided on prior appointment / first come first serve basis.
- 6.9** Users are allowed for browsing, surfing and searching their required information through Internet whereas chatting, pornography, playing music and browsing obnoxious material is not allowed in the Computer Lab.
- 6.10** User shall be liable to pay for any damage to the system or any other devices.
- 6.11** Users shall be liable to follow the time to time notified instructions by the Librarian for the use of audio visual and computer section.

7. GENERAL REGULATIONS

- 7.1** All Members shall deposit their personal belongings such as books, handbags or brief case overcoat etc. at the reception counter of the Library.
- 7.2** All members entering the Library shall be required to sign the daily visitor register at the reception counter and produce their identity / Borrower's Library Card whenever required the Library staff.
- 7.3** All members will also be required to submit for inspection of any book or any object, which they are carrying while leaving the Library.
- 7.4** All members must without fail intimate the Librarian about any change of their address.
- 7.5** Eating, smoking, sleeping and audible conversation are prohibited in the Library premises.
- 7.6** Silence and cleanliness must be observed in all sections of the Library.
- 7.7** The Librarian shall be responsible for maintenance of order in the Library. For disorderly conduct or breach of any Regulation, the Librarian may ask a members so offending to quit the Library for the remainder of the day, penalty of fine or any other disciplinary action as per University Rules may also be imposed.

7.8 The Librarian is authorized to withdraw Library facilities of any member who is found misusing Library material or facilities.

7.9 Member shall make their own arrangement for carrying book (s) etc. from and to the Library.

7.10 The members may record their suggestions (if any) for improvement of general / reading facilities of the Library in the suggestion book kept in the Library.

8. INTER LIBRARY LOAN

8.1 With a view to extending and utilizing book and non-book resources of other institutions of higher education in the country the Librarian with the approval of University Library Committee shall enter into this practice and maintain any mutually agreed upon Inter Library Loans system with Academic, Research, Special, Public and Govt. Departmental Libraries.

9. WEEDING POLICY

9.1 The Librarian shall prepare a list of book (s) and other materials of the library, which have been declared outdated, worn-out and for seriously damaged or mutilated and present before the Library Committee for

the recommendations to weed out. The Committee will submit their recommendations in writing for weeding out the books (s) in the best interest of Library and its services. The Librarian will submit the case of weeding out Library material recommended by the Library Committee to the final approval.

10. Write off Losses

- 10.1** The Librarian shall be able to write off any type of losses regarding the books, journals, CD-ROMs and other material of the library upto the maximum book value of Rs. 10,000/- at a time and intimate it to the Treasure.
- 10.2** The Librarian shall report all books / non-print material damaged, and / or worn-cut through wear and tear to the Library Committee followed by the competent authority for write-off action.
- 10.3** Losses to the extent of 3% per annum of the available stock in an open access Library shall be written off by the competent authority.
- 10.4** Losses written off by the competent authority shall be struck off from the stock and the records of the Library, including catalogues, and then transferred to the withdrawal register indicating the authority under which the losses were written off.

- 10.5** The permanent irrecoverable loans of mutilated, damaged and worn-out books found to be beyond repairs during the physical verification of the Library shall also be reported to the competent authority for write-off.
- 10.6** The rates regarding the Library services and fines etc. may be changed as and when required on the proposal of Librarian with the approval of the Competent Authority and notified by the Treasure.

11. Library Committee

- 11.1** The overall management and administration of the University Library and its staff shall be responsibility of the Librarian.
- 11.2** The financial and other extra ordinary administrative matters of the Library shall be carried out through a Library Committee constituted by the competent authority.
- 11.3** The Syndicate may delegate powers to this committee to decide any matter requiring sanction of the Syndicate under the statutes and regulations of University of Veterinary and Animal Sciences, Lahore.
- 11.4** The Library Committee shall be comprises of as under.

- a) One of the Dean of, UVAS, Lahore as Chairman to be nominated by the Vice Chancellor.
- b) Three University Professors / Chairmen of the Departments as members to be nominated by the Vice Chancellor.
- c) Two representatives of the Academic Council.
- d) Treasurer U.V.A.S., Lahore or his representative.
- e) One undergraduate student representative (Topper of the D.V.M. 6th semester)
- f) One postgraduate student representative (Topper of the M.Sc.(Hons.) / M.Phil. 2nd semester)
- g) Librarian as Member/Secretary

11.5 Five members shall form a quorum. In case of any vacancy the Secretary shall report with or without suggesting a nominee or representative to the Competent Authority.

11.6 The Library Committee shall hold its meetings as often as the work may necessitate.

11.7 The functions of Library Committee shall be:-

- a) To frame and modify rules regarding the use of the Library materials and hours of service.
- b) To advise in the preparation of the Library budget.
- c) To lay down / revise collection development policy of the University Library.

- d)** To advice for allocation of available funds to different faculties and departments.
- e)** To take decisions on request for transfer of books and journals to Departmental Libraries.
- f)** To recommend and advice about the Inter Library Loan Policy and Resource Sharing with the other Libraries.
- g)** To advise on the reproduction of rare and unique materials.
- h)** To consider and forward to the University Authorities annual stock taking reports of the Library.
- i)** To recommend and forward the University authorities about the cases of write off and weeding of Library materials.
- j)** To formulate general policies of Library Development.