



**OFFICE OF THE REGISTRAR
MAJULI UNIVERSITY OF CULTURE: MAJULI**


No. MUC/RG-01/22-23/33

Date: 24/05/2023

NOTIFICATION

Under report to the Academic Council, the 10th Meeting of the Board of Management, Majuli University of Culture held on 23.05.2023 vide Resolution No.12 has approved the Library Rules, Majuli University of Culture with immediate effect. The Rules is attached herewith as Annexure A.

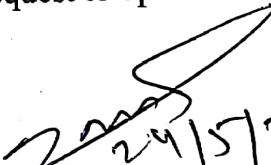
Issued with due approval.


24/5/2023
(Dr. B.C. Borah)

Registrar
Majuli University of Culture
Majuli, Assam

Copy to:

1. The Hon'ble Vice Chancellor, Majuli University of Culture, Majuli for favour of kind information.
2. The Heads of All Teaching Departments, Majuli University of Culture, Majuli for information and needful.
3. The Assistant Librarian, Majuli University of Culture, Majuli for information and needful.
4. All Administrative Branches of Majuli University of Culture, Majuli.
5. The In-Charge of the Majuli University of Culture website with a request to upload the notice on the website.
6. Office File.


24/5/2023
(Dr. B.C. Borah)
Registrar
Majuli University of Culture
Majuli, Assam

ANNEXURE- A



LIBRARY RULES
CENTRAL LIBRARY,
MAJULI UNIVERSITY OF CULTURE
MAJULI, ASSAM

**(As approved vide Resolution No. 12 of 10th Meeting of
the Board of Management, MUC held on 23.05.2023)**



LIBRARY RULES (DRAFT)
CENTRAL LIBRARY,
MAJULI UNIVERSITY OF CULTURE
MAJULI, ASSAM

1. Library Hours:

The **Library Hours** shall be from **9.30 AM to 4.30 PM** on University working days.

The **Circulation Hours** shall be from **10.00 AM to 4.00 PM** on University working days.

2. Membership:

Membership shall be open to the following categories of persons:

- i) All the faculty members of the University.
- ii) All the regular PhD scholars of the University.
- iii) All the regular Students of the University.
- iv) All other regular officers and employees of the University.

3. Associate Membership:

There shall be associate membership available to the following:

- i) Former teachers, officers and employees of the University residing in Majuli.

4. Temporary Membership:

There shall be provision of temporary membership available to the following:

- i) Academicians, Research Scholars, Students of other academic institutions.

5. Procedure for Enrolment

All categories of applicants shall have to fill in the prescribed forms, and make necessary deposit of fee (if any) to become members of the Central Library. A non-transferable Library Card shall be issued to the members of the Central Library according to the category to which he/she belongs to.

6. Reading Facilities:

Reading facilities in the Library shall be available also to persons other than the members and associate members, with due prior approval of the Librarian.

7. Admission to the Library:

All members of the Majuli University of Culture shall be allowed admission in the library.

Any other person with permission of the Librarian/Deputy Librarian/Assistant 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:

- i) Of unsound mind.
- ii) Intoxicated.
- iii) Shabbily dressed or like that

8. Entrance inside the Library:

Persons acquiring right of the admission in to the Library, before entering/leaving the library shall:

- i) Show their Library Card at the entrance of the Library.
- ii) Deposit all personal belongings; such as bag, umbrella, file, private books(s), etc. at the property counter of the library.

9. Rules of Lending of Books

- i) The privilege of borrowing books from the library is restricted to the registered members (excluding Temporary Members) only.
- ii) Membership of a student shall remain valid till he/she remains on the role of the University.
- iii) The librarian may recall any book from member at any time.
- iv) Loose issues of periodicals are not for issue.
- v) RENEWAL OF BOOKS ON LOAN: The books lent out to a member may be renewed provided the books in question are not reserved by other users.
- vi) NO OBJECTION CERTIFICATE: A No Objection Certificate may be issued to members only on returning all books borrowed and surrendering the Library Card.

10. Check out Limits (only books):

- i) Student: 2 (two) books at a time for 15 days.
- ii) Research Scholar: 4 (four) books at a time for 15 days.
- iii) Faculties: 4 (four) books at a time for 30 days.
- iv) Officers and other Staff: 2 (two) books at a time for 15 days.

11. Overdue Fine Policy:

- i) Student @ Rs.3/day per book.
- ii) Other Members @ Rs.10/day per book.

12. Loss of Library Card:

For the loss of Library Card, the concerned member should immediately report in writing to the Librarian.

For issuing a duplicate library card, an amount of Rs.20/- will be charged.

13. Loss or Damage of Borrowed Books:

The library books lost or mutilated (tearing of pages, underlining, making notes, damaging of binding and the like) by any Library Member in his/her custody after lending out the books, the borrower shall be liable to replace the

book or bear the cost of replacement. If the defaulter failed to replace/return the books, the following will be the charges;

- i) Three (03) times the cost of the book, if the book is in print.
- ii) Four (04) times the cost of the book, if the book is out of print.
- iii) If the book of a multi-volume set is lost or damaged, the member concerned shall be liable to replace the whole set or pay the cost of the same on the above line.

However, refunds will no longer be given when lost and paid materials are found and returned.

14. Borrowing Privilege:

- i) While borrowing book(s), a member must produce his/her Library Card at the Circulation Counter.
- ii) Books can be reissued once on / before the due date for the next defined issue period for the respective category.
- iii) Books not returned on or before the due date will be charged as per the Overdue Fine Policy of the Central Library, MUC.
- iv) All borrowers must settle overdue loans before they are permitted to borrow again.
- v) Books treated as 'Reference' are not issued on loan. Current issues of Periodicals, Newspapers will not be issued.
- vi) No books shall be returned on the day of issue.
- vii) While leaving the library, user should ensure that they carry only those books that are duly issued on their names, otherwise disciplinary action will be taken against them.
- viii) The physical condition of the book should be checked while checking out. Mutilation of pages if found is to be brought to the notice of the circulation in-charge. Otherwise, the borrower himself/herself shall be held responsible for mutilation of the book if detected afterwards and fine shall be levied accordingly.
- ix) Borrowing privileges may be suspended or revoked by the Librarian for violation of existing rules and regulations.
- x) The students must return all the books issued to them along with payment of any other dues (if any) within two weeks of time immediately after their end semester examination is over, failing which they will be declared library defaulter.
- xi) The students of science classes must return all the books issued to them along with payment of any other dues (if any) within three days after

their practical examinations are over, failing which they will be declared library defaulter.

- xii) The Ph.D. students shall have to take Library Clearance Certificate and produce it to the Head of the Department/Guide before submission of their theses.
- xiii) In case any member leaves the University for any reason he/she has to take Library Clearance Certificate by clearing all dues during his/her period of service/study, without which he/she will not be issued a release from the university.

15. Library Clearance:

To obtain the Library Clearance Certificate, one has to deposit the Library Card to the Circulation Counter along with a duly filled in prescribed format, on the basis of which Library Clearance Certificate shall be issued by the Librarian.

16. General Rules:

- i) All kinds of personal belongings except notebook are supposed to be kept in the property counter at the entrance.
- ii) A member whenever wants to enter the Library shall have to show the Library Card at the entrance.
- iii) Gate Register has to be signed legibly before entering the Library.
- iv) Silence and strict discipline must be maintained in the library. Everyone must ensure that no reader feels disturbed in their study by any act of his/her.
- v) Mobile phone is permissible only in silent mode.
- vi) Readers should not replace books, journals, etc. on the stack themselves.
- vii) Books once picked out from the stack should be left in the reading table if not issued out.
- viii) Chairs, tables and other library equipments, fittings and furniture shall not be marked, defaced and disarranged.
- ix) Any change of address and phone number during the period of membership should be intimated to the library.
- x) Underlining, marking, folding of pages, soiling of books, etc. in the book is strictly prohibited.
- xi) Library books should be handled carefully with clean hands.
- xii) The Library can recall books on loan with members at any time.
- xiii) Upon any infringement of the library rules, members shall forfeit privileges of admission and membership of the library.
- xiv) The Librarian reserves the right to suspend or delinquent membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- xv) The members caught tearing of pages/stealing books or otherwise mutilating books will be suspended forthwith from using library facilities and further disciplinary action will be initiated against him/her by the university.

17. Library Fee and Caution Deposits:

A. Refundable Caution Deposits

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|----------------------------------|-------------|
| i) For Registered Ph.D. students | Rs. 500.00 |
| ii) For Associate members | Rs. 1000.00 |

B. Non Refundable fees

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|---|------------|
| i) For student members | Rs. 200.00 |
| ii) Library Card for all categories of students | Rs. 20.00 |
| iii) Library fee (annual) for all categories of students | Rs. 100.00 |
| iv) Membership fee (annual) for Research Scholars | Rs. 500.00 |
| v) Library Membership (Temporary) fee for outsiders are as follows: | |
| a) Rs. 1000/- for 1 (one) year. | |
| b) Rs. 500/- for 6 (six) months. | |
| c) Rs. 300/- for 3 (three) months. | |
| d) Rs. 200/- for 1 (one) month. | |
| e) Rs. 50/- for 1 (one) day. | |

N.B.: All fees are subject to revision from time to time

18. Rules for Photocopy:

- i) Non-academic papers are not entertained.
- ii) Full description of the document to be photocopied must be given in the prescribed application form obtainable in the Photocopy room.
- iii) Payment for photocopying must be made in advance against formal money receipt.
- iv) Charges for Photocopying shall be notified from time to time.

N.B.: For the smooth and efficient management of the library the Librarian/Library Committee is authorized to formulate any such rule that may be deemed fit and necessary from time to time.