

CUST LIBRARY POLICY



Capital University of Science and Technology

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CUST Library Policy

The library is considered as the heart of an educational institution. Realizing the importance and significance of a good library, Capital University of Science and Technology has established two such stocks of knowledge on the campus which remain accessible to students of the University five days a week, from 8:00 am to 9:00 pm. Each library is divided into three parts, the study room for group discussions, the library itself for self-study and the digital library for searching online resources and electronic books.

In order to operate the CUST Library in a professional manner, the following policy is laid down: -

1 Membership

- i) The library facilities will primarily be opened to students, faculty members and staff on the strength of CUST.
- ii) The CUST Alumni/alumnae can use the Library facilities, however, they will not be entitled to issue the books and other library materials.

2 Library Operation

The Librarian shall be overall responsible for the smooth operation of Library. He shall perform his duties as under:-

- i) To supervise day-to-day operations and functions of the Library.

- ii) To represent the Library at faculty and administration or professional meetings, as needed.
- iii) To prepare annual budget.
- iv) To develop and manage staff training and encourage professional staff development.
- v) To arrange Book fair/exhibition.
- vi) To provide technical support or instruction to patrons and staff on all library equipment and devices.
- vii) To download eBooks as and when needed and to forward them to digital library official for uploading to CUST resources.
- viii) To participate in trainings, workshops, conferences for professional development after approval of the authority.
- ix) To manage accessibility of readers to e-resources (Science Direct)
- x) To develop and maintain collection management policies and procedures.
- xi) To ensure: Book receipt, checking with order, Note for payment to account, their proper record.
- xii) Journal & E-resources subscription: Quotations, approval, payment, faculty membership payment to foreign societies, Reminder for journals non-receipt.
- xiii) To assist Library Management Committee in library matters.
- xiv) To perform other duties as assigned by the competent authority.

3 Library Management Committee

There shall be a Library Management Committee which shall consist of:-

- i) Chairman – (at the level of Dean or HoD)

- ii) One representative from each Faculty – (Member)
- iii) Librarian – (Secretary)

The Committee shall be notified by the Registrar after seeking approval from the Vice Chancellor.

The TORs of Committee shall be as under: -.

- i) The Committee shall be the recommending body to the Vice Chancellor relating to all affairs of Library including procurement.
- ii) To take measures to extend the best service to the faculty, students and staff.
- iii) To advice concerning documents relating to Library policies and procedures.
- iv) To communicate the ideas or views of the entire faculty, students and staff.
- v) To encourage use of all resources of the Library.
- vi) The Committee shall meet at least two times in each semester.
- vii) Additional meetings shall also be convened as deemed appropriate.
- viii) Minutes of the meetings shall be recorded and maintained by the Librarian.

4 Classification of Books

- i) Reference Books: All valuable, rare and frequently used books will be classified as “Reference Books”. Any book in the library can also be classified as a “Reference Book” temporarily for a specified period not more than one semester by any member of the faculty.
- ii) Textbooks: Books followed by faculty members for teaching purposes and required to be issued to students for a semester will be termed as textbooks.

- iii) General Books: Books that do not fall in above two categories will be termed as General Books.
- iv) Periodicals: Periodically published journals, magazines, reports, newspapers and catalogues will be known as “Periodicals”.
- v) Theses: BS projects and MS/PhD theses submitted to the CUST will be known as “Theses”.

5 Library Organization and Functioning

- i) All library matters will be submitted to the Vice Chancellor by Librarian or as may be presented from time to time.
- ii) Library collection will be stored/displayed and catalogued in the following sections:-
 - a) Reference Section
 - b) Circulation Section
 - c) Textbook Section (Book Bank)
 - d) Periodical Section
 - e) Newspaper Section
 - f) Electronic Resources Section
 - g) Theses Section

6 Reference Section

This section will house all reference books held by the Central Library.

Loan Out Policy: Reference books will not be issued as a matter of policy. However, these books can be loaned out for reference purposes for a maximum four hours with the permission of the Librarian.

7 Circulation Section

This section will consist of “General Books”.

Loan Out Policy

S. No.	Issue of Books	Loan Period
a.	Faculty	6 Weeks
b.	Students	4 Weeks for Graduate students 2 Weeks for Undergraduate students
c.	Staff	2 Weeks

8 No. of Books to be Loaned

Maximum number of books that can be loaned to the members at a time are as under:

Loan Out Policy

S. No.	Issue of Books	No. of Books
a.	Faculty	10
b.	Students	02
c.	Staff	02

9 Reissue of Books

A book will only be reissued if it has not been placed on reserve status by the Central Library.

10 Return of Books

- i) It will be the responsibility of the borrower to return the books in due time.

- ii) Librarian will send weekly overdue reminders to all library user.
- iii) Mutual transfer of books between the members will not be entertained.

11 Late Returns

Fines at the rate of Rs. 5.00 per day per book will be charged for late return of books.

12 Loss of Book

Loss of books by borrower will be charged as under: -

- i) Loss by faculty members, students and staff – 1.5 times the current price of the book.
- ii) New Books: New books received in the section will be placed on a special status for a period of one month. During the first month, the book will not be issued. These books can only be issued for one week only during the remaining period.
- iii) Reservation of: Books. Any member can request to place a book on reserve status if the required book is issued to another member. A waiting list will be maintained, if more than one member is interested in the same book, on first come first served basis. No extension/reissue will be granted for books placed on reserve status.

13 Textbook Section (Book Bank)

This section will consist of all textbooks held by the Central Library.

- i) Loan Out Policy: Textbooks for each semester will be issued to students on first come first served basis. Faculty members can borrow a copy of all the textbooks relating to their assigned subjects.

- ii) Return of books: At the end of each semester all the textbooks will be returned to the library by students. Students will ensure that they have returned all the textbooks of previous semester before the start of next semester.
- iii) Loss of books: Loss of books will be dealt with as per para 10.

14 Periodical Section

Periodicals will be divided into two categories:-

- i) Current Issues: The most recent issue of any periodical will be termed as current issue.
- ii) Old Issues: All issues except the current issue will be called as old issues. Current issues of all the periodicals will be displayed on the periodical racks. Old issues will be stored/arranged in the periodical section.
- iii) Loan Out Policy: Periodicals will not be issued as a matter of policy. However, members may request for photocopy of their required articles on payment.

15 Newspaper Section

- i) This section will deal with procurement, distribution and disposal of newspapers purchased by the Central Library.
- ii) Newspapers will be displayed daily on newspaper racks for general use by all personnel entitled to library facilities.
- iii) Displayed newspapers will not be taken out of the library premises during or after working hour.
- iv) Record of newspapers in form of binders for last six months will be kept for papers specified by the Librarian.

- v) Binders can be consulted in the library only. However, members may request for photocopy of their required articles on payment.

16 Electronic Resources Section

- i) This section will consist of all electronic books, theses, journals, reports etc.
- ii) Web links of all important online resources will be provided at the Central Library website.
- iii) All electronic/digital books, theses and reports etc. will be stored on the CUST cloud and access to these resources will be provided through Local Area Network and Virtual Private Network (VPN).

17 Theses Section

This section will house all BS/MS/PhD projects and theses held by the Central Library.

Loan Out Policy: Theses will not be issued as a matter of policy. However, these theses can be loaned out for reference purposes for a maximum three days with the permission of the Librarian.

18 Lost and Found Service

- i) A Lost and Found Information Desk will be established in the Central Library for keeping found items in the library, finding owners and giving lost and found items to the owners.
- ii) Librarian will maintain a record of every lost and found items in the library and giving back these to the owners with complete descriptions of items and owners.
- iii) Central Library will keep lost and found items for 24 hours and will try to find the owner. After that period, the items will be sent to the Student Affairs Office.

19 General Instructions

- i) Reading/Consulting in the Library: Reading and consulting books in the library is encouraged. Members are required to take out desired books from shelves and consult them in the designated places. Browsing while standing in front of shelves creates inconvenience to others.
- ii) Books, once taken out of the shelves, will not be re-shelved by the members. They will leave them at the table or specified locations for such books.
- iii) The library timings/opening days shall be prescribed by the Chief Librarian from time to time with the approval of the Vice Chancellor.
- iv) Library members will enter their requests for requisition of a new library materials in the Suggestion Register placed near Reception.
- v) Photocopying and printing facility will be provided to all library users on payment as per prescribed rates in CUST.
- vi) A Help Desk will be established at the Central Library for the guidance and assistance of library users, and to provide reference services to the users.
- vii) Librarian will also arrange books, not available in the Central Library, from the market with the approval of Vice Chancellor.
- viii) Withdrawal of Books: Books issued to members may be withdrawn before due dates if required for special purposes by the Librarian.
- ix) Clearance: Clearance certificate will be issued / processed online on the return of all issued library books/materials to the Librarian. The certificate will be signed / processed by the Librarian.

20 Special Instructions

- i) Books borrowed from the library will not be marked with permanent and non-permanent inks. Fines for such books will be assessed and charged accordingly.

- ii) Books with torn pages will be treated as lost books.
- iii) The members are obliged to present the bags, briefcases, etc. brought into the library premises to the library staff, when requested, for inspection before leaving the library premises.
- iv) Central Library will implement all the COVID-19 SOPs and guidelines issued by the government / CUST from time to time.
- v) Users are not allowed to bring their personal belongings in the Library. All members shall be required to leave their personal belongings (books, files, briefcases, handbags, registers, etc.) at the entrance of the Library at designated place.
- vi) Users are not allowed to write, underline or mark the Library books. The Library books are carefully examined on return and the borrower will be held responsible for defacing or damaging or causing loss of Library material in his possession.

21 Gifts Policy

- i) Gifts will be accepted by the central library. Following is the guideline for accepting any offer of gifts.
- ii) Donations are welcomed which fall within the scope of the 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 the library.
- iii) The library would not accept donations that duplicate existing stock, except in the case of core reading list material, or any material that is out of date, or in poor physical condition.
- iv) The donations will be accepted without obligations to the donors and on the understanding that upon the receipt the material will become the property of the University Library.
- v) The library will determine the most appropriate way to treat any donated material.

- vi) Donations will normally be dispersed and items will be shelved with materials on the same subject or in other sequence rather than kept in separate, discrete collections.
- vii) Donated material will have the same de-selection criteria as the other library material.
- viii) The library reserves the right to dispose of any gift that seems unsuitable or unwanted.

22 WEEDING & Write off

On receipt of a written request from the Librarian, the Vice Chancellor shall depute one or two members other than the library staff for weeding out outdated worn-out and / or seriously damaged or mutilated books and other materials. They shall submit their recommendations in writing to the competent authority for approval. After approval damaged material will be struck off from the library register and records.

23 Specific Procedure for Procurement of Books and Journals etc.

On receipt of requisition from respective departments, the Librarian shall collect quotations from vendors. The comparative statement will be prepared by the Librarian and presented to the Dean/HoD for decision. The order for Procurement of selected items will be placed to the vendor with the approval of respective Dean/HoD. On receipt of books, Librarian shall prepare payment order of the received items and will send to Accounts department for payment. The cost of selected item shall be approved by the Dean upto Rs. 25,000. The amount exceeding to Rs. 25,000 shall be submitted to the Vice Chancellor for approval.

24 General Procedure for Procurement of Book

In case of large number of procurement demand from the departments, the Librarian shall call for the quotations from the reputed vendors of market. The Librarian shall prepare the comparative statement of rates and submit it to the Dean/HoD for short-listing. After short listing of Books, the same shall be sent to the Library Committee for recommendations. The recommendations of Library Committee shall be submitted to the Vice Chancellor by the Librarian for approval and sanction of amount involved.

25 General Library Policy

Users are expected to observe the following rules while using the library services; any violation of these rules will incur appropriate disciplinary action:-

1. Submit any book or object for inspection, when requested by the library staff
2. Do not write, underline or mark any book. Library books are carefully examined on return and the borrower will be held responsible for the damage.
3. After reading, leave books on the table or on the book trolley. Please do not shelve the books.
4. Complete silence should be observed except for brief and subdued talk with the library staff.
5. Drinks and eatables are not allowed in the library.
6. Keep your mobiles switched-off within the library premises.
7. Please show your University ID card on demand.
8. Library is a noise free zone, observe silence in the library.
9. Report lost book(s) or other material(s) to the library immediately through email or personally at circulation desk to avoid overdue fines.

10. Smoking is strictly prohibited inside the library.
11. Library is not responsible for any losses; please do not leave your belongings untended.