

Annexure-I

Unified Library Rules, Regulations & Standard Operating Procedures (SOPs) for Procurement under the One University One Library System

The following Library Rules and Regulations shall be applicable to all Libraries of Central Sanskrit University with effect from the date of issuance of this Notification.

Part A: Unified Library Rules & Regulations

1. Library Hours

The library functions from 8 AM. to 8 PM during the academic session. Library hours are subject to change from time to time and all changes in timings are duly notified on the library notice board. The library is open round the year except on National and closed holidays.

2. Timings

- Reading Room Facility : 8 AM to 8 PM
- Circulation of Books :10 AM to 6 PM

3. Eligibility for Library Membership

- Those students who are enrolled in different regular courses of the University at different campuses in India including Headquarter at New Delhi.
- Those who are Faculty Member (Regular/ Contract/ Guest) and Non-Faculty Staff (Regular/ Contract/ Outsource) of the University.
- External Member of Special Category (Retired Individual, Scholar, etc.)

4. Borrowing Privileges for CSU Users:

The borrowing privileges are as tabulated below: -

User Category	Sub-Category	No. of Permissible books (Text /General Books) for Loan	No. of Permissible Bounded Journals for Loan	Loan Period
Student	+2 Level	3	Nil	15 Days
Student	UG	4	Nil	15 Days
Student	PG	6	1	15 Days
Student	Research Scholar	10	2	30 Days
Faculty	Regular/Contract/Guest	10	5	One Semester
Non-Faculty	Regular/Contract/Guest	3	Nil	15 Days
External Member	Special Category*	2	Nil	30 Days

5. Borrowing Privileges for Special Category*

Additional special category of members for readers who are not affiliated with the university, such as retired individuals and scholars etc., subject to the following conditions.

- **Membership Fee:** A non-refundable fee of Rs. 500 per person for a duration of 12 months.
- **Caution Deposit:** A refundable deposit of Rs. 2500 per person.
- **Book Loans Period:** Members may borrow up to 2 books for a loan period of 30 days.

6. Rules and Regulations for Late Fees and Lost Books

- **Overdue Reminders:** Regular reminders will be sent to users with overdue books.
- **Waiving Fines:** The concerned Campus Directors may waive fines on reasonable grounds upon recommendation from the Library In-Charge. At the Headquarter/Delhi Library, the University Librarian is designated for the same.
- **Lost Books:** In the event of a lost book, the reader may either replace it with an identical copy (as per bibliographic details in the accession register) or pay a fine with overdue charges, if any. The fine will be three times of the book's cost if purchased by the library within the last 5 years. If the book was acquired over 5 years ago, the fine will be five times its cost.

7. Overdue Charges

- An overdue charge of ₹1 per day per volume shall be charged for the late return of library books.
- The overdue charge shall be applicable to all library users, including students, faculty members, and non-teaching staff.

8. No Dues Certificate

a. For Students

- All students shall clear their library dues before the semester-end examinations within the time period notified by the Library/Campus Director.
- Students applying for Transfer Certificate (TC) shall be required to obtain a No Dues Certificate from the Library after clearing all outstanding dues.
- The concerned Campus Office shall verify the Library No Dues Certificate before issuing the Transfer Certificate.

b. For Faculty and Staff

- Faculty and staff members transferred from one campus to another shall be required to settle all library dues and obtain a No Dues Certificate from the concerned library.
- All contractual and guest faculty/staff members shall obtain a Library Clearance Certificate upon completion of the academic year or tenure.

9. Long Pending Overdue Books

- Cases involving books retained by readers for an unusually long period shall be reported to the higher authority, i.e., the Campus Director or the University Librarian in the case of the Headquarters/Delhi Library.
- The concerned reader shall be required to return all overdue books along with the applicable fine.

a. In Case of Students

- If a student fails to respond to library reminders, does not return overdue books, or leaves the campus without proper information or Transfer Certificate, the library may initiate recovery from the student's Library Caution Deposit through the Campus Director/Competent Authority.
- After recovery of the dues, the Competent Authority may issue necessary orders for writing off the books from the library records, if required.

b. In Case of Faculty/Staff

- The Campus Director shall issue a notice directing the concerned faculty/staff member to return the overdue books and clear the applicable fines within 15 days from the date of issue of the notice.

10. Library No-Dues Certificate

- All students shall be required to obtain a Library No-Dues Certificate at the end of each academic year before the commencement of the annual examinations.
- The Director of the respective Campus may withhold the examination results of students who fail to clear their library dues or obtain the requisite Library No-Dues Certificate.

11. Book Bank Facility

- The Book-Bank Scheme is only for the students of +2, UG and PG students.
- Students of +2, UG and PG regular course can avail the benefit of this scheme.
- Under the Book-Bank Scheme, students of disadvantaged class (SC/ST/EWS/Economically disadvantage group) will register free of cost and become a member of the Book Bank. Other students can take membership at a non-refundable fee of Rs.200.

- Under the Book-Bank Scheme, the students of +2, UG and PG students' courses will be given the following number of books (textbooks only) for each semester of course in which the student is enrolled. Books available from the prescribed author on the subjects prescribed by the University will be provided. Reference/ General Books will not be issued.

The borrowing privileges are as tabulated below: -

User Category	Sub-Category	No. of Permissible books (Text Book) for loan	No. of Permissible bounded journals for loan	Loan Period
Student	+2 Level	3	Nil	Period of Semester
Student	UG	4	Nil	Period of Semester
Student	PG	4	Nil	Period of Semester

- A book once issued/provided to a student under the Book-Bank Scheme will not be changed before the end of the semester.
- It will be compulsory for the students of Book-Bank Scheme to deposit the books within 05 days after the end of the semester. If the book is not deposited within the stipulated time, a penalty of Rs. 1/- (one rupee) per day, per book, will have to be deposited. It will be compulsory to obtain No Dues from the library before the end of the last semester of the course.
- If the student wants to issue books for both current and back semesters, then the student can issue books for the back semester also, but the total number of permissible books will not be change.
- If the book is lost by the student, then the university rule for loss of library books will applicable.

12. General Rules

- Reader should enter in the library with library user's ID card.
- Reader should made proper In/Out entry in the visitor's record/Online System while visiting the library.
- Readers should observe strict silence inside the library.
- Use of Mobile phones is not permitted inside the library premises.
- Users are not allowed to carry eatables/drinks inside the library premises.
- Library membership card is non-transferable.

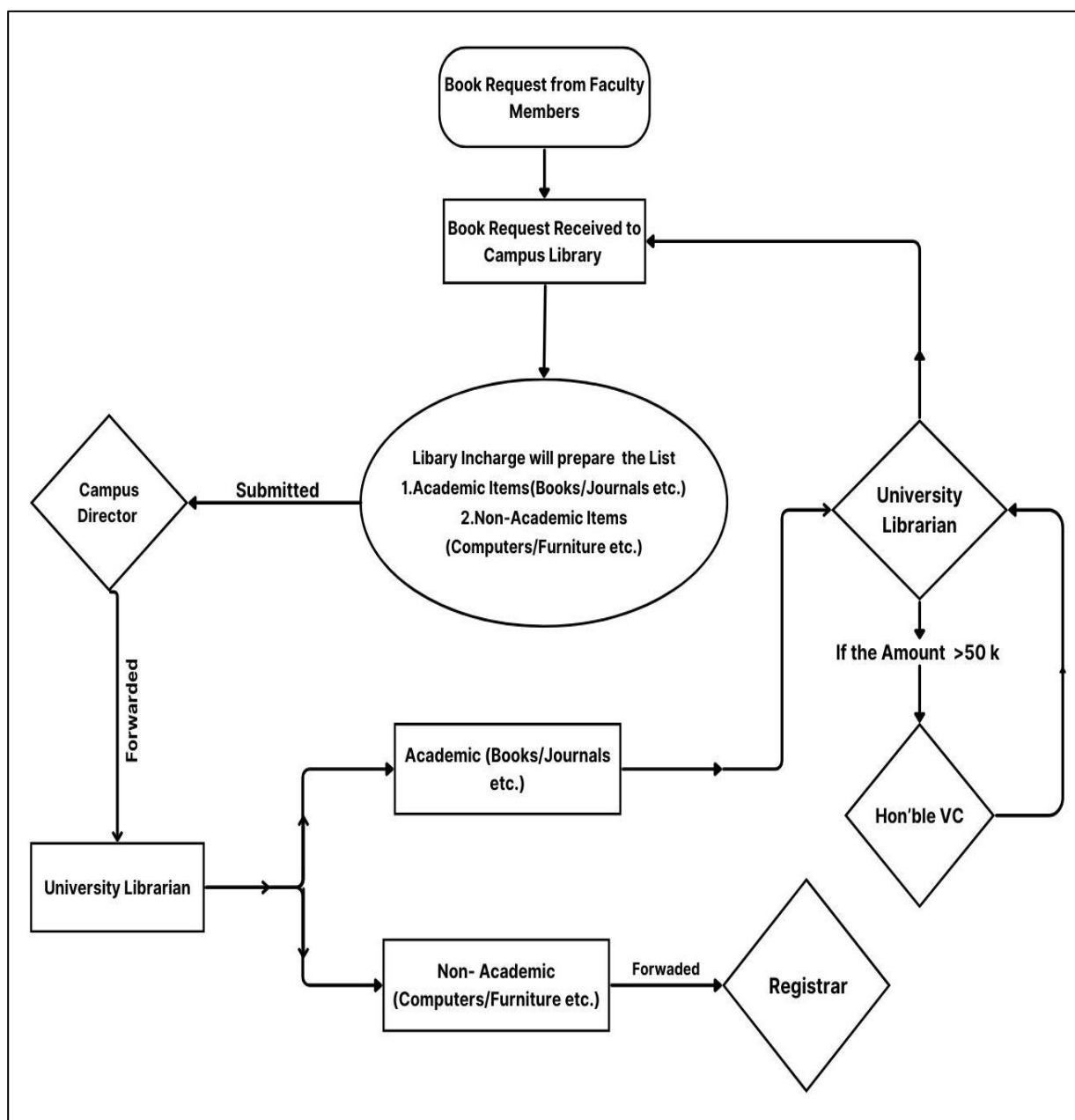
- Readers are not allowed to bring their personal books or any printed materials (Spiral/Bound book/Photocopied material) inside the library except inside the reading room.
- Personal belongings like bags, umbrellas, helmet, etc. should be deposited at the Property Counter. These are not allowed inside the library.
- Readers are advised not to leave their valuable items like laptop, mobile phones, money, passport, credit card etc. at the Property Counter.
- Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
- Readers should not carry books from one area to another/ one floor to another and should leave the books on the reading table after consulting.
- Readers should not talk or discuss as they may disturb other readers. Reading halls/ room/area are meant for individual study and research only.
- Users should not rest or keep their feet on tables, chairs, shelves, etc.
- The library shall not be responsible for any loss or damage of the personal belongings of the users.
- Library staff shall not transmit other's personal belongings or messages to the readers.
- The Librarian/ Deputy Librarian/ Assistant Librarian/ Library-In-charge reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.
- Manuscripts, Reference books, rare books, Theses, Dissertations, Periodicals (loose numbers) and such other reading materials are marked as NOT FOR ISSUE shall not be issued out for loan except with the special permission of the Librarian or Library In-charge.
- Borrowers must satisfy themselves about the physical condition of the books before borrowing; otherwise, they will be held responsible for any damage or mutilation noticed later or at the time of returning.
- Penalties for books lost, damaged, mutilated or defaced by marking shall be fixed by the Librarian or Library In-charge as applicable policy.
- Defaulters may be suspended from the use of the library by the Librarian or Library In-charge pending the discharge of the liabilities.
- Books on loan with members can recall by the Librarian or Library In-charge at any time.
- The loan of a book may be renewed up to two times, provided the book is not required by another reader.

Part B : Standard Operating Procedures (SOPs) for Procurement of Books and Library Resources

In order to facilitate the efficient operation of the campus library, it is necessary to speed up the procedure for acquiring academic (books, e-books, journals, periodicals, etc.) and non-academic (ICT-related equipment, furniture, etc.).

In this regard, the following Process Flowchart for the purchase of academic / non-academic items is proposed for the movement of the files through **e-Office**.

Flowchart for Movement of File



Note: All files movement will be done through e-Office only to expedite the procurement process, ensure accountability, and enhance system transparency. In this regard, the university has already informed via Office No 487 dated 26.03.2024 that from 01.04.2024, all the office transactions done by the campus with the headquarters through e-Office only.

1. Workflow and Movement of Files

- All files related to the approval of procurement of books, periodicals, ICT equipment, furniture, infrastructure, and other library-related requirements shall be forwarded by the Library In-charge of the concerned campus to the University Librarian only after approval of the Campus Director.
- The approved workflow and file movement procedure adopted during the 1st Meeting of the Central Library Committee shall continue to remain applicable.

2. Terms and Conditions for the Purchase of Print Books

- **Discounts on Purchases:** A minimum discount of 20% on book purchases from vendors and publishers. This condition will not apply if the publisher is a trust, society, government organization, or university. In the event that the book is unavailable with a minimum 20% discount or publishers/vendors do not agree, prior approval from the University Librarian must be obtained before issuing a supply order.
 - **Urgent Book Requirements:** In case of an urgent requirement for the book (s), and the book (s) is/are available over the e-commerce platforms such Amazon, Flipkart etc. prior approval of the e-procurement must be obtained from the University Librarian.
-