



PART-X

Library Regulations
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Rules of RGNUL Publication Bureau
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PART-X

LIBRARY REGULATIONS

In the Regulation the word 'Book' means any book, pamphlet, periodical, manuscript, map, microfilm, microform or electronic material in the custody of the library.

(1) WORKING HOURS

1.1 During the Semester Period - Monday to Saturday: 8:00 AM to 8:00 PM

However, reading hall remain open from Morning 8:00 am to 12:00 am (mid night)³⁸

1.2 During the Vacation Period - Monday to Saturday: 10:00 AM to 4:00 PM

1.3 Reference Section, Periodical Section and Text Book Section will remain open to readers during the working hours of the Library.³⁹

1.4 The Circulation Counter will remain open from 9:00 AM to 5:00 PM

(2) ADMISSION TO THE LIBRARY

2.1 Faculty Members and Non-Teaching Staff.

2.2 Member of the bodies⁴⁰, Other Officials/Officers working on the Campus, that is, on Deputation, Health Center, Audit Officers, Banks, etc. (excluding Daily Wagers, employees in Canteen /Security, etc.). Such officials will be admitted to the membership on the recommendation of the Registrar.

2.3 All enrolled students and research scholars of the University.

2.4 The persons, not included under sections 2.1 to 2.3, may be admitted as special members on the deposit of the Library Security of Rs. 500/- (Rupees Five Hundred Only) refundable on cessation of membership and the Annual Library Membership fee of Rs. 100/-

³⁸ Inserted (new provision) by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

³⁹ 1.3 Omitted. Renumbering/amendment approved by the EC meeting dt. 20.06.2020 Para 6.

⁴⁰ Inserted "Member of the Bodies", by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

(Rupees One Hundred Only) (non-refundable) from 1st April to 31 March every year. Such members are allowed only to consult the Library.

- 2.5 Visitors who are not members of the library may be allowed to use the library on the recommendation of the appropriate authority of the University. Rs 100/-⁴¹ (Rupees Hundred Only) per day as a consultation fee will be charged from such visitor.

However, Library charges may be waived off by the Vice-Chancellor as per the needs and circumstances.⁴²

(3) LOAN PRIVILEGES

The number of books that can be borrowed and the period of loan for various categories of members will be as follows:

Category	Proposed No. of Books	Period of loan
Vice-Chancellor / Registrar	40	Till their tenure as such ⁴³
Regular Faculty Members	25	Full Semester
Contractual Faculty Members	12	Full Semester
Guest Faculty Members	06	One Month
University Librarian	25	One Month
Administrative and Library Staff (upto Superintendent and Asstt. Librarian)	12	One Month
Other Employees	06	One Month
Class IV employees of the University	02	One Month
Students:		
(a) Ph.D. Students/Research Scholars	15	15 Days
(b) M.Phil.	12	
(c) LL.M.	12	
(d) B.A.,LL.B. (Hons.)	06	

(Approved by the Executive Council at its meeting dated 08.06.2019 Para 23 (v))

⁴¹ Replaced "Rs. 10/-" to "Rs. 100/-" per day by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

⁴² Inserted (new provision) by the by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

⁴³ The word "Six Months" substituted for "Till their tenure as such", by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

(4) CATEGORIES OF LOAN

- 4.1 Books marked as 'Reference' cannot be issued which may be consulted in the Library.
- 4.2 Books meant for short loan are shelved separately in a designated area.
- 4.3 All other books are available on ordinary loan. The period of ordinary loan is as mentioned in Section 3 above.
- 4.4 All Current Periodicals and their back volumes are Reference books.
- 4.5 The Librarian may regulate the use of books in such a manner as it may deem fit.⁴⁴ In case of great demand, books issued may be recalled at any time by the Librarian. All residuary powers regarding the use of reading material, provision of other services and the maintenance of discipline and decorum in the Library shall rest with the Librarian.

(5) OVERDUE CHARGES

Re 1/- (Rupee One Only) per day per volume will be charged if:

- 5.1 The book borrowed from ordinary Section is not returned by due date.
- 5.2 The book which is recalled by the Library is not returned within the stipulated period, and
- 5.3 The book issued for overnight use is not returned in time.

Note: Reserve copy issued for overnight use shall have to be returned within one and a half hour of the opening of the Library, next day.

(6) RESTRICTED CATEGORIES OF THE READING MATERIAL

- 6.1 Books marked as "Reference" and "Back Volumes" of Journals can only be consulted in the Library
- 6.2 Books marked as "Reserve Copy" may be issued for overnight
 - 6.2.1 **Issue of Books:** Daily after 4:00 PM upto half an hour before closing of the Library.
 - 6.2.2 **Return of Books:** Daily within one and a half hours of the opening of the Library.

⁴⁴ 4.5 & 4.6 merged/4.5 omitted/approved by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

6.2.3 All Current Periodicals are treated as the Reference Books.

Note: Reserved copy may be issued for overnight use during one week preceding the semester examination and during the examination days.

(7) LOSS / MUTILATION OF BOOKS

In case of damage or loss of the book, the member shall be required to replace the book or pay the cost of the book. The replacement copy shall be hard bound copy, except when the lost book of the library was a paper back edition. However, if the hard bound edition of the book is out of print, a paper back copy will be accepted with the payment of the difference of price of the hard bound and paper back editions.

Replacement cost of the book will mean the latest price as per bibliographical sources available in the library or market price or price as per Accession Register whichever is higher plus postal and incidental charges to be incurred in procuring the book. If such a book belongs to a set and is not available singly, the member shall have to replace or pay for the whole set.

However, if the book is out of print or where price is not known, the library would charge 5% over and above the price paid by the library on the yearly basis.

(8) Omitted.⁴⁵

(9) SECTION FOR RARE, OUT OF PRINT AND EXPENSIVE BOOKS

9.1 This section shall house the Xeroxed copies of the Books / Journals / other reading material which are rare / out of print.

9.2 A separate Accession Register shall be maintained for such a Xeroxed material.

9.3 The price of this material shall include:

- (a) Cost of Xeroxing
- (b) Cost of Binding

⁴⁵ "Loss of Library Card" read as "Duplicate/Re-issue of University Identity Card" in Section D - Other Miscellaneous Regulations Clause 6, amendment approved by the decision of Executive Council at its meeting held on 20.06.2020 Para 6.

Note: In case of loss of the above mentioned books / journals by any member / reader, he / she shall have to pay a price equal to the sum total of (a) and (b) plus 10 percent of (a) and (b) mentioned above.

(10) PHOTOSTAT

10.1 The per flash charges shall be Re. 1/- (Rupee One Only). It may be revised as and when required by the Library Committee.

(11) GENERAL RULES

11.1 Conversation and any other behavior likely to disturb or cause inconvenience to the other users must be avoided in the reading areas. Use of cell phone is strictly prohibited within the library premises.

11.2 Smoking, eating and drinking are strictly not permitted within the Library premises.

11.3 Books, equipment and furniture must not be damaged and defaced in any manner.

11.4 Loss of or damage to books must be reported immediately. The user is responsible for such loss or damage and will make good of loss.

11.5 Any member of library staff is empowered to enforce the regulations.

11.6 The Members / Readers are not allowed to bring personal books or other reading material to the library except in the area meant for such a purpose.

11.7 The Library Staff cannot be held responsible for loss or damage to any personal belongings of the members / readers.

11.8 The university Librarian is vested with powers to restrict or suspend the Library privileges of any member/user contravening any of the regulations of the library.

11.9 The Vice-Chancellor, on the recommendations of the Library Committee, may amend / add / delete any of the above mentioned regulation in anticipation of the approval of appropriate bodies of the university.

***(Approved by the Executive Council at its Meeting held on 17.11.2007
Para XVI)***

RULES OF RGNUL PUBLICATION BUREAU
(Approved by the Executive Council at its meeting
held on 20.06.2020 Para 5)

A. OBJECTIVES OF THE BUREAU

1. RGNUL publication bureau shall have the following objectives:
 - (i) Publication of textbooks, conference proceedings, reference and general books (including theses, if so recommended by Publication Bureau on the written request of the Research Scholar) recommended by the Bureau in such subjects as may be approved by the Vice-Chancellor from time to time.
 - (ii) Publication of bulletins, newsletters, journals and such other academic materials as may be decided by the Publication Bureau from time to time.
 - (iii) To work towards promotion and publicity of RGNUL publications in India and abroad.

B. CONSTITUTION AND PROCEDURE OF RGNUL PUBLIC BUREAU

2. Publication Bureau shall be housed in the Library and day to day affairs of the bureau shall be administered by the Librarian/Library-in-charge. However, all policy decisions shall be taken by Publication Bureau which shall consist of the following members:
 - Registrar (Chairman)
 - University Librarian (Member Secretary)
 - Senior library professional from University Library as may be nominated by University Librarian/Library in Charge
 - 3 faculty members (to be nominated by the Vice Chancellor for each academic year)
3. The Bureau shall meet at least twice in an academic year. However, it may hold meetings as per the needs and requirements from time to time.
4. The Bureau may arrange for preparation, production, and sale of its publications in such manner as may be decided by the University authorities, on the recommendation of the Publication Bureau.
5. Bureau shall consider the proposal for publication only if it is duly approved by the Vice-Chancellor.

6. Publication Bureau may require the author /editor to make any changes as may be required in the script keeping in view the latest developments in law and such other factors as they deem appropriate. However, before any changes are recommended by Publication Bureau, Author(s)/editor(s) shall be given a reasonable opportunity of being heard.
7. Author/editor shall certify that the work is original and is not plagiarized and that UGC regulations regarding prevention of plagiarism and similarity, as may be in force from time to time, are complied with

C. PROCEDURE FOR PUBLICATION OF BOOK/THESES/ CONFERENCE PROCEEDINGS EXCEPT RGNUL RESEARCH JOURNALS

1. RGNUL Research Journals shall be processed by Editors/Editorial Board of the respective journals and only the final manuscript, as finalized by the Editorial Board of the Journals, shall be sent to Bureau for initiating the process for printing of the same as per RGNUL Rules.
2. The proposal shall be submitted to the Publication Bureau after initial sanction from the Vice-Chancellor. However, Vice-Chancellor may refer the proposal for recommendation on the fitness of the work for publication in appropriate cases. **POWERS**
3. Proposal shall be accompanied with the final script of the entire work, *introduction, foreword or preface* name of author/editor and such other particulars as may be decided from time to time.
4. Proposal shall contain the details regarding purposed price /Number of pages any special requirement and such other particulars as may be decided from time to time.
5. Proposal shall be examined by Publication Bureau within 60 days from the date of receipt of duly approved proposal.
6. ISSN/ ISBN shall be allotted after Publication Bureau recommends that the work is fit for Publication.
7. The Vice-Chancellor may also invite or recommend the publication of a manuscript submitted by an eminent scholar/writer belonging to any field of study in the interest of the students and higher education.

8. The responsibility of Publication Bureau is only to produce the books/monographs etc. duly approved by the Hon'ble Vice-Chancellor after following the due procedure cited above.

D. PUBLICATION OF COPIES

After processing of request, the soft copy of the material shall be sent to the press, as per the rule of the University. Minimum of 100 copies books shall be published, however Publication Bureau may decide the number of copies to be published as per the needs and requirements.

E. DISPOSAL/DISTRIBUTION OF COPIES OF PUBLISHED WORK

Copies so published shall be used in the following manner:

- (i) 01 copy to be supplied to contributors and in case of joint authorship, 01 copy shall be supplied free of cost to each author/ co- author.
- (ii) 05 copies shall be given to each editor, free of cost.
- (iii) 01 copy shall be send to IQAC, free of cost
- (iv) 02 Copies in Vice – Chancellor office, free of cost
- (v) 02 Copies in Registrar office, free of cost
- (vi) 05 Copies for library
- (vii) Remaining copies shall be available for sale in accordance with RGNUL Rules

F. COPYRIGHT OF PUBLICATIONS

Copy right of the papers and book/Journal/any other publications shall be with RGNUL. The authors shall sign an undertaking/declaration that this work is original and it has not been published anywhere in the prescribed format. The author /authors shall transfer copyright in the work published to the university in the prescribed format.

Undertaking regarding Originality of the Work and Transfer of Copyright

I/ We _____ hereby certify that the research paper/article entitled _____ has been authored/co-authored/edited by me.

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2. That the paper/article/work is free from plagiarism and is in compliance with UGC norms and other norms, as may be in force from time to time.
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6. That same/substantially similar research paper/work shall not be published in any form within two years from the date of publication of this work except with the permission of RGNUL.
7. That Editors/Publishers shall have the right to edit my/our paper/article/work to correct spelling and other mistakes. Editors/Publishers shall also have the right to add/amend/delete any part of the paper/article/work in order to enhance the quality of the paper/article/work for academic purposes.
8. That I/We shall not claim any royalty against the sale of the book/work etc.

Name and Signature