

SHANTARAKSHITA LIBRARY
CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES
(Deemed to be University)
SARNATH, VARANASI – 221007

LIBRARY RULES

(Amended & revised)

Recommended by the Library Committee in its 14th Meeting held on 17th November 2015
and approved by the Board of Governors of the University vide item no. 54.15 of its 54th
Meeting held on 26th April 2016.

01. Title

The set of rules, here-in-after, framed by the Library under section 8(P) of the rules and bye-laws of the University, recommended by the Library Committee and approved by the Board of Governors, shall be called the Rules of the Shantarakshita Library System of the Central University of Tibetan Studies, Sarnath, Varanasi or Library Rules, in short.

02. Commencement

The rules shall come into effect from the date it is approved by the Board of Governors of the University.

1. Hours of opening & holidays

11. The Library will remain open to the members of the Library as fixed by the Library committee from time to time.

12. Library holidays shall be fixed by the Library committee from time to time.

2. Admission to the Library

21. Admission to the Library is restricted to the registered members. However, casual (short-term) visitors/research scholars may be allowed with special permission from the librarian.

22. Identity/membership card of library visitors may be checked by Library staff at any time.

23. Every member or visitor shall enter his/her name and particulars legibly in the entry register to be maintained at the entrance counter. Such entry shall be taken as an acknowledgement that the person agrees to conform to the Rules of the Library.

24. A separate visitor's register shall also be maintained at the entrance counter for suggestions and views.
25. Personal belongings such as bags, sticks, umbrellas, books etc. (not allowed inside the library) shall be locked in the lockers installed at the entrance counter by the visitor himself/herself. Library authority shall not accept any liability of any loss/damage of the deposited / locked articles.
26. Smoking and spiting are strictly prohibited at anywhere in the library premises.
27. Eatables, tiffin and drinks are not allowed inside the reading room and stack areas.
28. Silence and cleanliness shall be maintained.
291. The Librarian/Library In-Charge, in his/her absence, any senior library official not below the rank of Assistant Librarian, shall have the right to ask any member or visitor to leave the library premises or disallow admission if it is considered inevitable. The Vice Chancellor / Director shall be kept informed of such decisions.

3. **Membership**

One can become a member of the library under the following categories:

31. **Regular member**

By virtue of being a member of the University:

311. A member of any of the statutory body of the University as may be constituted by the Board of Governors;
 312. A member of the regular staff of the University; and
 313. A student of the University;
- Can be enrolled as a regular member, by application, on the prescribed form which shall duly be:
314. Approved by the Vice Chancellor/Director on the recommendation of the Registrar in case of members under rule 311;
 315. Approved by the Vice Chancellor/Director on the recommendation of the Head of Department, in case of the member under rule 312;
 316. Approved on the recommendation of the respective teacher in-charge of the Sampradaya, in case of the member under rule 313;

32. NON-REGULAR MEMBER

321. Guest member

Scholar(s) or visitor(s) as special guest, on invitation by the University or by permission, residing in the University guest house and /or in the campus can be enrolled as a guest member by filling up the prescribed form to be recommended by the Registrar and with the approval of the Vice Chancellor/Director of the University.

322. Request member

Scholar(s) from other institutions doing research or equivalent academic work in relevant subjects, this library specializes, can also be allowed to be enrolled as a request member, on application, on the prescribed form, on the specific recommendation of the head of the department/institution to which the scholar belongs and which is further to be recommended either by

- 1) Registrar of this University or any
- 2) Regular staff, not below the rank of Assistant Professor or equivalent, of this University, and to be approved by the Vice Chancellor/Director of the University.

3221. Such member shall however, be required to deposit a security amount of ₹1000.00 (One thousand only).

323. Casual (Short-term) Member

Any scholar desirous of using the resources of the library may also be allowed to be enrolled as a casual member, for a period not exceeding six months at a time, on application, on the prescribed form to be recommended by a responsible regular staff not below the rank of Class III of the University and to be approved by the Vice Chancellor/Director of the University.

3231. Such member shall, however, be required to deposit a security amount of ₹1000.00(One thousand only).

324. Temporary Member

Any scholar desirous of using the resources of the library in the library premises may also be allowed to be enrolled as a temporary member, for a period not exceeding one week at a time, on application, on the prescribed form to be recommended by a responsible regular staff not below the rank of Class III of the University and to be approved by the Librarian. **In case of loss and damage to the library property, the recommending staff shall be held responsible for any due.**

33. FEES

Library Membership is free to all categories of members.

34. **DUES**

Any dues, from members, on account of fines and/or compensation for damage or loss of library resources and/or property, etc. shall be required to be paid promptly within the time limit prescribed by library.

341. In case of any member failing to comply to pay any due even after two reminders, the library shall have the right to:-

3411. Recommend withholding of deduction from:

34111. Salaries of staff;

34112. Scholarships of students;

34113. Recommend any other appropriate action in case of non scholarship holder student; and/ or

3412. Suspend membership till such time as may be considered necessary.

35. **MEMBERSHIP DURATION AND RENEWAL**

The library membership of different categories of the Library Members shall be required to be renewed as per the following rules.

351. **Membership**

3511. The duration of library membership under library Rule No. 311 shall be for the tenure of the respective statutory body of the University.

3512. The duration of library membership under library Rule No. 312 shall be for the duration of their regular service in the University and therefore their membership shall not be required to be renewed every year once they have enrolled as a member of the library.

3513. The membership under rule No. 313 shall be required to be renewed at the beginning of new academic session every year.

3514. The library members enrolled under library Rule No. 321 to 324 shall be required to renew their library membership on or before expiry of their membership or at the beginning of new academic session every year, whichever is earlier.

4. LOAN PRIVILEGES
(covered by Rule 41 below)

41. MEMBERSHIP CARD

The single Library membership card will be issued to all the members of the Library and the borrowing limits for different types of library collections to different category of library members will be as prescribed below:

411. REGULAR MEMBERS

4111. MEMBERS OF STATUTORY BODIES OF THE UNIVERSITY

05 (Five) General books for a month

4112. ACADEMIC DEPARTMENTS

Designation	Borrowing Privilege
Professors	15 General books for a month 04 Text books for one semester (six month)
Associate Professors	12 General books for a month 04 Text books for one semester (six month)
Assistant Professors	08 General books for a month 04 Text books for one semester (six month)

4113. NON VACATIONAL ACADEMIC DEPARTMENTS

Designation	Borrowing Privilege
Professors	15 General books for a month
Associate Professors	12 General books for a month
Assistant Professors	08 General books for a month
Research Assistant	06 General Books for a month

4114. LIBRARY PROFESSIONALS

Designation	Borrowing Privilege
Librarian	15 General books for a month
Deputy Librarian	12 General books for a month
Assistant Librarian / Documentation Officer / Technical Officer / System Administrator and equivalent	08 General books for a month
Professional Assistant	06 General Books for a month
Semi Professional Assistant	04 General Books for a month
Library Attendant & other supporting library staff	02 General Books for a month

4115. GENERAL ADMINISTRATION, DICTIONARY, PUBLICATION DEPARTMENTS & OTHERS.

Designation	Borrowing Privilege
Vice Chancellor / Registrar / Editor	15 General books for a month
Deputy Registrar / Deputy Editor	12 General books for a month
Assistant Registrar / Assistant Editors	08 General books for a month
Section Officers / Estate Officer / Technical Assistants	06 General Books for a month
Senior Assistant / UDC /LDC & equivalent & other staff not covered under Rule 4111 – 4115 above.	04 General Books for a month
Pensioners	02 General Books for a month
Multi-Tasking Staff	02 General Books for a month

4116. STUDENTS

Course of Study	Borrowing Privilege
Ph. D. & M. Phil	08 General books for a month 04 Text books for one semester (six month)
Acharya, BSMS, BFA, MFA, B.Ed. & Shastri	06 General books for a month 04 Text books for one semester (six month)
U.M. & P.M.	04 General books for a month 04 Text books for one semester (six month)

- 412. Non-Regular Member**
- 4121. Guest Member**
08 (Eight) General books for a month
- 4122. Request Member**
04 (Four) General books for a month
- 4123. Casual member**
02 (Two) General books for a month
- 4124. Temporary member**
Borrowing facility will not be extended to such type of members.
- 42. Consultation tickets**
- 43. VICE CHANCELLOR / DIRECTOR CHAMBER'S ROTATING COLLECTION**
431. Vice Chancellor / Director chamber's rotating collection shall be provided with borrowing limit of 100 (hundred) General Books for three months and 01 (One title) of Non Issuable documents for 15 days.
432. This rotating collection is created to facilitate research, consultation and reference purposes. The collection shall be checked every quarter by the circulation staff and to take back such documents that are no longer required.
- 44. DEPARTMENTAL LIBRARIES / DEPARTMENTAL MEMBERSHIP**
441. The Library committee may allow creation of a departmental library in academic, research or other department of the University, when it is considered to be necessary.
442. Initially the departmental libraries may be allowed to borrow 25 library documents from Shantarakshita Library, the borrowing limit of departmental library may be extended up to 75 documents, if deemed necessary for any important project of research, on prior formal approval of Vice Chancellor / Director of the University.
4421. To facilitate the publication Department and the Dictionary Project the Editors shall be allowed to borrow twenty five library documents each.

4422. It shall be the responsibility of the Head of the concerned Department for proper care and timely return of the documents issued to them.

45. TEXT-BOOK COLLECTION

451. Library member types categorized under rule 4112 & 4116 shall be allowed to borrow the text books from the text book collection of the library.

46. PERIOD OF LOAN

461. Documents of General category shall be issued to all types of library members having borrowing privilege, for the period of one month.

462. Documents of Text Book category shall be issued to borrower types categorized under rule 4112 & 4116, for the period of six month (One semester).

463. Loan period for Director/VC chambers rotating collection shall be for 3 months for general books and 15 days for reference books.

464. Loan period for Departmental libraries/ Departmental members shall be for one academic year.

47. DUE DATE OF RETURN

471. Any book issued shall be returned on the date stamped last on the book label/card or on or before the due date, before the expiry of the membership card, and before the closing of the University for vacations as the case may be.

472. In case, the due date falling on a day the library is closed the next working day shall be taken as the due date.

473. Book(s) loaned out may be called back by the Library at any time, during the loan period, due to some unforeseen situation.

474. Book(s) must be brought back to the library physically for renewal which can be allowed, if there is no reservation pending for the book.

475. book(s) already issued can be reserved on the prescribed reservation card and the concerned member shall be intimated of the availability of the reserved book(s) which should be got issued within three days of the date indicated failing which it will be issued to other member (if any) or returned to shelves.

476. Period of loan for books much in demand may be reduced as indicated by the return date stamped in red.

48. OVER DUE FINE

481. Overdue fine of ₹1.00 (one) per day shall be levied for each book not returned on due date.

482. Book(s) over-due for more than a week, the borrowing privileges of the member shall remain suspended till return of the book(s).

483. If a member neglects to return the issued book(s) more than three times, the borrowing privileges of such member(s) shall remain suspended for the rest of the session.

484. If such negligence be repeated in the next session, further renewal of membership shall not be considered for a session.

49. DAMAGE & LOSS

491. DAMAGE

Any damage caused to any document, equipment, furniture or any other property of the library shall be required to be compensated by the concerned member in the way as may be prescribed by the library.

492. LOSS OF BORROWED DOCUMENT

4921. Any issued document lost by any member shall be required to be replaced by the member with another copy of the same document provided the copy is found acceptable to the library.

4922. If a lost document could not be replaced by another copy of the same document, steps will be taken to recover the replacement cost from the member concerned as indicated below:

S.N.	TYPE OF PUBLICATION/BOOK	COST TO BE RECOVERED
1.	Indian book(s)/publication(s) published during last five years	Current price + 50%
2.	Indian book(s)/publication(s) published more than five years back.	Double of the current price.
3.	Indian book(s)/publication(s) which is/are out of print	10 times of the original price or as decided by the competent authority,

		whichever will be higher.
4.	Foreign book(s)/publication(s) published during last five years	Double of the current price.
5.	Foreign book(s)/publication(s) published more than five years back	3 times the current price
6.	Foreign book(s)/publication(s) which is/are out of print	10 times of the original price or as decided by the competent authority, whichever will be higher.

4923. In case of reference books and books of special category (including rare books) as decided by the Vice Chancellor/Director, the library shall decide each case on merit and the procedure of its replacement or amount to be paid by the borrower against the document.

4924. If one volume of a set is lost, the member shall be required to replace the whole set. If whole set could not be replaced by another set of the same document, the replacement cost shall be stipulated as per rule No. 4923.

493. **LOSS OF LIBRARY MEMBERSHIP CARD**

4931. Member shall inform the Library immediately in writing regarding loss / misplacement of library membership card. Duplicate card may be issued, against payment of ₹20.00 (twenty).

4932. Library membership card is the property of the library and is non-transferable.

494. **CONDITION OF LOAN**

4941. The borrower must satisfy himself/herself of the condition of the book(s) before borrowing otherwise the member shall be held responsible for any damage noticed at the time of returning the book(s).

4942. No, book(s) borrowed shall be sub-lent.

4943. Items belonging to the lending collections may only be issued on loan.

495. **DOCUMENTS RESTRICTED FOR LOANING
(Item category 03: Non Issuable Documents)**

The following types of documents shall not be issued on loan:

4951. Tibetan Section

- 49511. Kagyur and Tangyur
- 49512. Other Tibetan texts is loose leaf format
- 49513. Rare texts
- 49514. Manuscripts/Semi-manuscripts/Xylographs

4952. Non-Tibetan Section

- 49521. Reference documents
- 49522. Rare documents
- 49523. Loose issues of Periodicals/Journals
- 49524. Microfilms and Microfiches
- 49525. Sound recordings
- 49526. Audio visual materials
- 49527. Documents of Special Collections (LJC, KNC, JNC, ASC etc.)
- 4953. Any document(s) as may be deemed necessary by the library for restriction.
- 4954. Restricted documents which, due to being voluminous or non-clarity, cannot be photocopied or hand copied or referred in the library for valid reasons, but is/are unavoidably required for important University project or research work, may be issued in very special cases on the application and/or recommendation of the head of the department, to be routed through the Librarian and approved by the Vice Chancellor/Director of the University.

5. NO DUES CERTIFICATE

- 51. Any member requiring 'No dues certificate' shall be supplied one, on application on the prescribed form.
- 52. Every member shall be required to obtain a 'No dues certificate' from the library before he/ she finally leaves the University.
- 53. Member under rule 313 (students) shall be required to obtain "No dues certificate" from the library at the end of each session or just before the autumn vacation or when the student finally leaves the University, or before declaration of results, whichever is earlier, failing which, the result will be withheld.

54. Member under rule 321 to 323 (non-regular members) shall be required to obtain “No dues certificate” from the library when he/she finally leaves the University or is expected to be away from the University for more than a month or at the time of claiming the refund of his/her security money.

6. STACK ACCESS

61. TIBETAN SECTION

The Tibetan section being a combined reading- cum- stack, access to this section is open to all members. However, assistance in getting documents should be sought from the concerned library staff. Re-shelving of the documents once taken out, shall only be done by the library staff.

62. MULTIMEDIA STACK

Multimedia collection of the library shall comprise of microfilms, microfiches, and various forms and formats of audio and video documents. The collection shall be stacked in the multimedia section of the library under closed access policy. This collection shall not be accessible to any library member without help of the library staff.

63. GENERAL STACKS

631. The library shall follow the policy of open access for the documents of general stacks, excluding special collections. Any library member may browse the general stacks provided that they do not re-shelve the documents.

632. In case of any document requisitioned but not available readily the reason for its non-availability should be indicated on the call card signed by the concerned staff.

633. Member finding difficulty in getting the required document may contact the any staff of the section, section In-Charge or Assistant Librarian/Librarian.

7. PHOTOCOPYING, SCANNING COPYING, DUPLICATING AND PRINTING SERVICES.

Facility for copying the limited portion of the printed as well as multimedia documents and printing of digital documents shall be available in the library for academic and research purpose to the all library members at charges as may be fixed for the purpose from time to time. Copying of any other material shall not be permissible unless it is specifically permitted in written by the Librarian/Library In-Charge.

8. STUDY CABIN

9. RESOURCE SHARING & INTER-LIBRARY LOAN

- 91. The library shall establish contact with any sister institution for inter-library loan to facilities availability of documents not available in the library or where procurement cannot be made for any reason, which may be required for important research work in subject field the library specializes.
- 92. Request for any such inter-library loan from any research scholar shall be entertained only on the specific written approval of the Vice Chancellor/Director of the University.
- 93. The return postage for any document relating to the inter-library loan shall be borne by the borrowing institution.
- 94. Library shall also establish contact with the government sponsored and/or other library networks and union database services for on-line resource sharing for the benefit of scholars of our University.

10. AMENDMENT

The library committee, whenever it is deemed necessary may recommend, to the Board of Governors, amendment of any article or chapter or replacement of the Rules.

In case of any anomaly kindly report to the Librarian / Library In-Charge

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