

18.10.2017



Ranada Prasad Shaha University

-- an institution of Kumudini Welfare Trust of Bengal (BD) Ltd.

RPSU Library Rules and Regulations – 2017

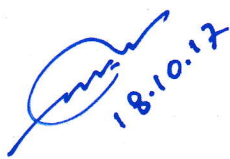
In order to maintain a safe and welcoming environment for reading, learning and other library activities, Ranada Prasad Shaha University requires the visitors to comply with following Rules and Regulations :

1. General Rules

- i) Library Card is a must to avail library facilities,
- ii) Library Cards are not transferable,
- iii) Silence is to be strictly maintained,
- iv) No discussion is permitted inside the library,
- v) Using Mobile Phones, audio or video devices with or without speaker or headphone, is strictly prohibited in the library,
- vi) Refreshment of any kind shall not be taken anywhere in the library,
- vii) Librarian and the assigned staff reserve the right to inspect bags of the visitors,
- viii) Librarian may ask the students at any time to show their ID Cards and Library Cards,
- ix) "Reference Books" shall not be issued to anybody.

2. Reading Room

- i) Visitors are allowed to study in the Reading Room of the library only during office


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hours,

- ii) Students shall produce library cards to get books issued,
- iii) Sleeping, gossiping and smoking are prohibited in the Reading Room.

3. Room of Books Preserved


- i) Students may be allowed to look for books in the room of books preserved, but entrance is disallowed for more than two persons at a time,
- ii) No one will carry bags in this room.

4. Care of Library Books

- i) Students are required to handle the books/journals very carefully. Marking with pen writing or highlighting, tearing the pages etc will be considered punishable offence.
- ii) Care must be taken for making no dislocation of the books arranged on the racks.

5. Issuance and Returning of Books

- i) Books shall not be issued to students without Library Cards,
- ii) A student is not allowed to take more than two books at a time and books must not be kept with one's disposal for more than 15 (fifteen) days,
- iii) Although re-issue of books is discouraged, the same books will not be issued to any student for more than two times consecutively,
- iv) A book marked as "Reference" will never be issued to any student. However, he/she can read the same in the reading room of the library,
- v) Before a student takes any book, he/she will check the condition of the book and in


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case of any defect; he/she must inform it to the librarian,

vi The library staff will check, at the time of receiving the book on return, whether the book is in good condition or not.

6. Fine

- i) A student failing to return a book within 15 days will be fined Tk. 20.00 (twenty) per week
- ii) If books are lost, the borrower shall replace the books of latest edition or pay the amount as determined by RPSU authority,
- iii) If any student does not return the issued book intentionally or fail to pay the fine the University authority will take necessary disciplinary step fit for the defaulting student.

7. Violation of Rules and Regulations

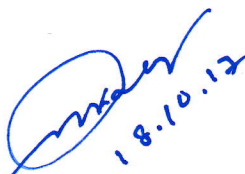
- i) Librarian will inform the University Authority regarding the violation of Rules and Regulations by any visitor,
- ii) Contravention of Rules is a punishable offence and RPSU Authority will take necessary action deemed fit.

8. Faculty Concern:

- i) A teacher can take more than one copy of books of different writers at a time,
 - ii) Books issued to him/her will not be kept at his/her disposal for more than 30 (thirty) days.
- However, he/she can, if necessary can get the books reissued.

9. Revision of Rules and Regulations

- i) RPSU authority reserves the right to revise the Rules and Regulations at any time,


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- ii) If any controversy arises regarding the Library Rules or Library management, Vice-Chancellor's decision will be treated as the final verdict.

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Vice-Chancellor