



RULES OF THE UNIVERSITY LIBRARY



UNIVERSITY OF CALCUTTA

87/1, College Street

Kolkata – 700073

LIBRARY RULES

(Central, campus and departmental libraries attached to various departments)

1. The hours of service of the University Central Library are as follows :

Central Library

Monday to Friday	:	10 am to 8 pm
Saturday	:	11 am to 5 pm

On working days the services of the following sections of the Central Library will remain open, as below :

- | | |
|--------------------------------|------------------------------|
| a. Reading Room | 10 am to 8 pm |
| b. Reference Section | 10 am to 8 pm |
| c. Journal and Career Guidance | 10 am to 8 pm |
| d. Internet Section | 11 am to 6.30 pm |
| e. Lending Section | 11 am to 6.30 pm |
| f. Photocopying Service | 11 am to 6.30 pm |
| g. Membership Section | 11 am to 6 pm |
| h. Property Counter | 10 am to 8 pm |
| i. Library Office | 10 am to 5.30 pm on weekdays |

On Saturdays, the following sections of the Central Library will remain open from 11 am to 5 pm

- a) Reading Room
- b) Reference Section
- c) Journal and Career Guidance
- d) Property Counter

The hours of services of the University **campus and departmental libraries** are as follows :

Campus and Departmental Library

Monday to Friday : 10 am to 5.30 pm

Campus Library

Saturday : 11 am to 5 pm

Note : *Under urgent, abnormal or unforeseen circumstances, the Library or any of its sections may be opened later or closed earlier than the scheduled hours at the discretion of the University Librarian.*

LIBRARY FEES AND OTHER CHARGES

- Library fee for students – Rs. 200 per year (To be collected at a time for entire academic session).
- Library fee for scholar – Rs. 200 per year.
- Re-employed teachers – Refundable deposit of Rs. 2000 for 5 books at a time and Rs. 5000 (refundable) for 15 books at a time within the stipulated amount.
- Retired teachers/employees – Refundable deposit of Rs. 2000 for 2 books at a time within the stipulated amount.
- Guest teachers of the University – Refundable deposit of Rs. 2000 for 2 books at a time within the stipulated amount.
- Reading facility for general users of the society – Free of cost.
- Overdue charges for Students and Research Scholars – For the first 4 days after the due date Re. 1 per volume (between first day and fourth day) 5th day to 7th day Rs. 2 per volume (between fifth day and seventh day). And for

the subsequent period, i.e. after the 7th day @ Re. 1 per day/per volume.

- Photocopying Service.

Black & White :

Job type	For University Students/ Teachers/ Research Scholars/ Staff (in Rs.)	For outside Scholars (in Rs.)
A4	0.50	1.00
A4 Photo	1.00	2.00
A3/B4	1.00	2.00
A3/B4 Photo	2.00	4.00

Colour :

Job type	For University Students/ Teachers/ Research Scholars/ Staff (in Rs.)	For outside Scholars (in Rs.)
A4	4.00	6.00
A4 Photo	8.00	12.00
A3/B4	6.00	12.00
A3/B4 Photo	10.00	15.00

- Rate for computer print-outs (black & white) – Rs. 3 per A4 size page for University students/ teachers/ research scholars and staff. Rs. 5 per A4 size page for outside Scholars.
- Lost Library Cards – Rs. 25 per card. Another duplicate card for students and research scholars be issued against a charge of Rs. 100 per card. Thereafter no duplicate card shall be issued.

- Lost tokens – Rs. 25 per token.
- All Library related forms are available on the University Library website, **www.culibrary.ac.in**.

Note : *All sorts of fees are to be deposited online via SBI Collect Portal (vide resolution of the Syndicate dated 05.02.2019, Item No. 25 and confirmed on 27.02.2019, Item No. 01.)*

- a) Issue of books, periodicals, etc. will ordinarily commence quarter of an hour after the scheduled time of opening and be stopped half an hour before the scheduled time of closing of the Reading Room, the Lending Section and the Periodical Section.
 - b) All library books, periodicals, etc., meant to be returned to the library are to be presented at the counter for the purpose at least 15 minutes earlier than the scheduled time of closing of the Reading Room, the Lending Section and the Periodical Section.
- a) Readers' or borrowers' card or other identity records are to be shown, if demanded, at the time of entering the library or whenever asked for in the library.
 - b) Undesirable or unauthorized persons shall have no access to the library and if found in the library, they shall be liable to expulsion from the library by the University Librarian.
4. While in the Library, all persons shall observe all basic and elementary principles of library ethics, obey the rules and procedures of the library, and submit to discipline enforced by the University.
5.
 - a) Conversation, talking, sleeping, smoking, loitering are not allowed in the library. Use of

Mobile Phones is not allowed within the library premises.

- b) Readers shall not visit or take seats in Reading Rooms or blocks in a Reading Room, which are meant for categories of readers to which they do not belong.
 - c) No reader shall bring any non-member into the library, nor shall lend, even temporarily, library books borrowed by him/ her to others.
 - d) Without obtaining special permission from the University Librarian nobody shall enter the Stack-room or any part of the library not ordinarily open to him/ her.
6. Persons detected to be acting in contravention to Rules 4, 5(a), (b), (c) and (d) above shall be liable to be deprived of the facilities of the Reading Room temporarily or permanently.
7. No reader who has been thus excluded from the privileges of the library shall be allowed to use the Reading Rooms or to borrow books unless and until such person be reinstated by the Library Committee.
8. a) At the time of entering the library all personal belongings, such as attache cases, brief cases, satchels, bags, umbrellas, etc., books not belonging to the University Library and books though borrowed from the Library but not meant to be returned to the Library, shall be deposited in the Property Counter at the entrance to the library and the depositor must insist on getting a numbered token for the article or articles so deposited.

Note : *Though for the period of deposit all possible care will be taken for the safe custody of the article or articles deposited, the administration does not accept any responsibility for any damage or loss of*

the same. It is advisable not to bring valuable things to the Library and deposit them in the Property Counter.

- b) Persons given tokens in lieu of an article or articles deposited shall be held responsible for loss or damage of any token or tokens while in their possession and compensate the Library for the loss or damage, in the way determined by the University Librarian.
- c) Loss of token should be immediately brought to the notice of the University Librarian so that necessary steps may be taken to stop delivery of the article or articles deposited against the token to any person presenting the lost token.

Note : *The administration, however, does not take responsibility if the article or articles be delivered to a wrong person on presentation of the lost token.*

- d) Books belonging to the University Library may be brought into the Library only when they are meant to be returned at the Library counter.
 - e) Facilities provided for depositing personal belongings, etc. at the Library can be enjoyed only for the period for which the depositor will be actually required to remain within the Library and any article or articles deposited in the Property Counter at the entrance of the Library must be taken back as soon as the depositor leaves the Library. Articles deposited must in all cases be taken back before the Library is closed for the day. Persons misusing the facilities are liable to be refused such facilities in future.
9. Every member of the Library shall be responsible for the safe custody of any Library book borrowed by him for study in the Library Reading Room or for use at home.

10.
 - a) Library books issued for use in the Reading Room shall not be taken out of the section without prior permission of the University Librarian.
 - b) Library books shall never be left unattended on the table in the Reading Room. The borrower shall be held responsible for loss, mutilation or damage, if any, if a book gets damaged while the book stands issued on his account.
11. At the time of borrowing a book either for use in the Library Reading Room or for use at home, every borrower is expected to examine it carefully and bring to the notice of the In-charge of the issue-counter cases of mutilation, defacement or damage, if any, immediately; otherwise, if any mutilation, defacement or damage be detected subsequently, the person to whom the book was issued last will be held responsible for such damage, defacement or mutilation.
12.
 - a) Persons held responsible for loss, damage, defacement or mutilation of books shall be liable to compensate the Library in such a way as may be determined by the Library Committee.
 - b) In case of mutilation, damage, defacement or loss of Library books, the University Librarian may, pending the final decision of the Library Committee, wholly or partially suspend the Library privileges allowable to a person who is held responsible or is suspected to be responsible for the offence.
13. Books kept on a 'reserved table' are not to be handled or removed by readers other than the person to whom the table has been assigned and by whom the books have been borrowed.
14. Readers and borrowers must register their permanent address at the office of the University

Librarian and always notify the office, of any change, in writing.

15. a) Subject to the terms and conditions that may be determined by the Library Committee from time to time, membership of the University Central Library for the purpose of enjoying facilities of its Reading Room is open to :
- (i) Members of the Senate and the Academic Council;
 - (ii) University Teachers attached to various departments of teaching;
 - (iii) University Research Fellows, University Research Scholars enjoying Research Stipends, Research Fellowships or Research Scholarships paid by the University or through the University and Research students registered or recognized as such by the University for a period of two years from the date of registration of their membership of the Library, it being provided that extension of time may be granted by the authorities on the merit of each case;
 - (iv) Persons enjoying scholarships or stipends for higher research work, awarded by the Government of West Bengal, Government of India, any other recognized Government, Indian or foreign, or by any well-known and recognized Institution, Organization, or Society, Indian or foreign, provided the Library Committee agrees to extend the facilities of the Reading Room to such persons, the terms and conditions of the facilities being determined by the Library Committee;

- (v) Applicants intending to do higher research work provided the Library Committee agrees to extend the facilities to them under terms and conditions to be determined by the Library Committee;
- (vi) Regular students of the University pursuing various courses of study directly conducted by the University;
- (vii) Non-collegiate students;
- (viii) candidates who have dropped out, i.e., candidates who completed the final course in any subject in the University classes but have not appeared at the examination, it being provided that such persons will be allowed the facilities of the Reading Room until the examination next to the one at which they were due to appear after completion of their final course is over;
- (ix) Plucked candidates, i.e., candidates who immediately after completion of their study in the University classes for a course had appeared at the final examination but got plucked, it being provided that such candidates will be allowed the facilities of the Reading Room until the termination of the examination next to the one they had appeared at;
- (x) Membership of the Library and its facilities will cease after the examination at which the person was to appear is over;
- (xi) Teachers of affiliated and recognized colleges will be allowed the facilities of the reading room;

- (xii) Administrative officers and non-teaching staff of the University;
 - (xiii) Persons who will be appointed by the University as special Professors, Readers, Lecturers, or Fellows under endowments or other funds or in honorary capacity till the expiry of the term of their appointment;
 - (xiv) Persons who have passed the M.A. or M.Sc. or M.Com. Examination from this University and are candidates for competitive examination will be allowed the facilities of the reading room;
 - (xv) Others who may be allowed by the University authorities.
15. b) Ordinarily not more than 2 volumes at a time will be allowed to be retained by a borrower for use in the Reading Rooms and such volumes are to be returned in the course of a day.

Note : *The term 'volume' shall include pamphlets and parts of a work separately sewn.*

16. Subject to the terms and conditions that may further be determined by the Library Committee from time to time, facilities of borrowing books from the University Library will be extended to the following categories of persons for their own use under terms and conditions shown against each provided they have duly enrolled themselves as members of the University Library by filling up the prescribed form:
- a) Persons mentioned under Section 15(a) (i) of the Library Rules above will ordinarily be, under the usual procedure, allowed to borrow not more than 5 volumes at a time for a period of 60 days on a refundable deposit of Rs. 2000.

- b) University teachers of various categories and administrative officers of the University will be allowed the facilities of borrowing 15 books for 60 days.
 - c) Persons mentioned under Section 15(a) (iii) of the Library Rules will be allowed to borrow not more than 5 volumes at a time for a period of 60 days on a refundable deposit. For scholars under the faculties of Science, Engineering and Technology, Agriculture and Veterinary Science, the said deposit shall be Rs. 2000. For Scholars of other faculties, the same shall be Rs. 1000.
 - d) Re-employed teachers of the University against a deposit of Rs. 2000 (refundable) for 5 books at a time and Rs. 5000 (refundable) for 15 books at a time within the stipulated amount.
 - e) Retired teachers and employees of the University against a refundable deposit of Rs. 2000 for 2 books at a time within the stipulated amount.
17. If books borrowed by persons mentioned in sub-sections (a) and (b) of Section 16 of the Library Rules above be not returned in spite of reminders, the matter shall be reported to the Library Committee for such action as may be considered necessary.
18. No books shall be issued and delivered to any person other than a duly registered borrower in person or someone having on each occasion a written authority from him to receive a book or books on behalf of such registered borrower.
19. Subject to the terms and conditions that may further be determined by the Library Committee from time to time, facilities of borrowing books from the University Library will be extended to the following categories of persons also, under terms and conditions stated

against each and on their filling up the prescribed form for the purpose:

- a)
 - (i) Regular students of the University mentioned under section 15(a)(vi) of the Library rules, will be allowed to borrow two volumes at a time for a period of 15 days from the Lending Section.
 - (ii) Overdue charges for Students and Research Scholars for the first 4 days after the due date – Re. 1 per volume (between first day and fourth day) 5th day to 7th day Rs. 2 per volume (between fifth day and seventh day). And for the subsequent period, i.e. after the 7th day @ Re. 1 per day/per volume.
 - (iii) Students and research scholars found defaulters in respect of returning Library books more than twice in the course of two consecutive months and/or those who will not return books after a third reminder may be denied privileges and facilities of the Library, both reference and lending, by the University Librarian.
- b) Permanent members of the non-teaching staff of different departments of the University, on the recommendation of the respective Heads of the Department, may be allowed to borrow not more than two vols. in case of Senior Assistant and above and one volume in case of other staff at a time for a period of 15 days.

Non-return of books within the due date shall make them liable to be deprived of Library facilities.

20. There are certain categories of publications such as reference books, rare books, periodicals, reports, etc., books of such special collections which are not

generally lent out and books marked as 'not to be removed' under the authority of the University Librarian. Those publications are not to be ordinarily issued out of the Library.

21. Books on loan with members of the Library under any category can be recalled by the University Librarian at any time.
22. No one will be allowed the privileges and facilities of the Library under more than one category of membership even though one may be entitled to membership of the Library under more than one category.
23.
 - a) Library cards are not transferable.
 - b) In case of loss of a Library card, a duplicate one may be issued, at the discretion of the University Librarian, for which a fee of Rs. 25 per card will have to be paid.
24. At the request of other universities, research institutes, educational institutions, well-known and well-established libraries or organizations and government or semi-government offices, spareable books, publications and other materials belonging to the University Library may be issued on inter-Library loan system by the University Librarian.
25. Reserved seats or tables in the Reading Hall of the Library, according to their availability, may be allotted, under rules framed or to be framed from time to time by the Library Committee for the purpose, by the University Librarian to the members mentioned under Section 15(a) (i)(ii)(iii) and to other special readers.
26. If a depositor does not claim refund of his Library deposit money within three years from the date of cessation of his membership of the Library, the deposit money will be forfeited.

27. Books, periodicals, e-journals, electronic media and various kinds of Library materials in different subjects are to be purchased for different departments by the University Librarian on the advice of the Heads of the concerned Department within the budget allocation. Reference books, periodicals, electronic media and other publications of general or common interest and of popular demand are to be purchased by the University Librarian within the budget allocation and other grant for the purpose.

The discount on books to be purchased for the libraries of the University be of 25% on the listed price. In case of foreign publications, the conversion rate will be fixed as per the Reserve Bank of India notifications. For 'no discount' titles of Central and State Government or similar publications, the supplier may claim 10% handling charges.

28. A collection of books and other Library materials generally transferred from the Central Library and/or acquisitioned directly, attached to an academic Department under the University for intensive use by its members, will be regarded as a Departmental Library, whose major policies and grants for books, periodicals and binding shall be under direct control of university authorities.

The following rules, as subsidiary to the Rules of Libraries of the University of Calcutta, are laid down for the maintenance, improvement and utilization of the departmental libraries in the interest of the readers concerned :

- a) A Departmental Library will remain under the care and responsibility of the Head of the Department for its organization and administration with the help of the University Librarian and other staff of the Department.
- b) Days and hours of service of a Departmental Library will be from 10 am to 5.30 pm on all

working days of the University. In case of demand for longer hours or change of Library hours, approval of the Library Committee is to be obtained.

29. a) Membership of a Departmental Library will be confined to the Teachers, Research Scholars, registered or recognized as such by the University and Regular students of that Department only.
- b) Teachers, Research Scholars, and students of other departments may be allowed the reading facilities on special permission of the Head of the Department/ University Librarian.
- c) Others may be allowed by the Library Committee under terms and conditions, if any, that may be determined by the Library Committee from time to time; moreover, the Head of the Department/ University Librarian may, at his discretion, allow reading facilities for a period ordinarily not exceeding three months under the rules of the Calcutta University Library.
- d) Ordinarily not more than 2 volumes at a time will be allowed to be used by a student in the Reading Room and such volumes are to be returned in course of the day.
- e) Terms and conditions of Reading facilities of all other categories of members will be the same as laid down in case of such members in the Central Library.
- f) Membership Cards of all categories including Lending Cards when admissible, will be issued only by the Central Library. Library Clearance Certificate will be issued by the Central Library on production of the departmental clearance certificate.

30. a) Teachers of a Department having a Departmental Library will be, under usual procedure, allowed to borrow for home use not more than 15 volumes at a time for a period of 60 days under the rules of the Calcutta University Library; it being provided that they may borrow from the Central Library, or from their own Departmental Library, or from both, but in no case exceeding the total of 15 volumes at a time for a period of 60 days.
- b) Research Scholars will be allowed to borrow not more than 5 volumes at a time for a period of 60 days from their respective departmental libraries against a refundable deposit of Rs. 2000 for the scholars under the Faculty of Science, Engineering and Technology, Agriculture and Veterinary Science. For Scholars of other faculties, a refundable deposit of Rs. 1000 only is applicable in the manner prescribed for the purpose.
- c) If books borrowed by persons mentioned in 30(a) above be not returned in spite of reminders, the matter is to be reported to the Library Committee for such action as may be considered necessary for the purpose.
- d) The students pursuing a regular course of study directly conducted by the University in a Department having a Departmental Library, will be allowed to borrow two volumes at a time for a period of 15 days from that Library against their lending cards issued from the Central Library under Rules of the Calcutta University Library.
- e) Overdue charges for Students and Research Scholars for the first 4 days after the due date – Re. 1 per volume (between first day and fourth day) 5th day to 7th day Rs. 2 per volume (between fifth day and seventh day). And for the

subsequent period, i.e. after the 7th day @ Re. 1 per day/per volume.

- f) Students and research scholars found to be defaulters in respect of returning Library books more than twice in course of two consecutive months and/or those who will not return books after a third reminder, may be denied the privileges and facilities of the Departmental Library, both reading and lending.
- g) At the end of each course of study conducted by the University and ten days prior to commencement of the final examination in different subjects, all regular student members must obtain Library Clearance Certificates issued in their names from the respective departmental libraries on surrendering Library Lending Cards. Those regular student members who will have lost any or both the Lending Cards, must submit a declaration to that effect to the University Librarian through the respective Heads of the Departments in order to obtain Library Clearance Certificate. For each lost card, the student shall have to pay a fine of Rs. 25 only. It may be specifically mentioned that no Admit Card is to be issued to a student without a Library Clearance Certificate. The departmental libraries shall collect such Library clearance certificates from the Central Library.
- h) All Library books lost by the borrowers be replaced by them by new copies. If copies are not available in the market, a well bound Xerox copy is to be given to the Library failing which the current price of the books not returned or double its original price whichever is higher is to be paid by the borrower concerned.
- i) Library cards are not transferable. In case of loss of a Library card, a duplicate may be issued at the

discretion of the University Librarian for which a fee of Rs. 25 per card will have to be paid.

- j) Other members of the staff of a department may be allowed at the discretion of the Head of the Department/ University Librarian to borrow books from their departmental Library, if any, against their Lending Cards issued by the Central Library under the rules of the Calcutta University Library.
- k) No text book will be issued out except on special permission of the Head of the Department/ University Librarian to anyone besides Teachers, Research Scholars, and students who have been allowed borrowing facilities.
- l) In extremely urgent cases, facilities of lending and borrowing will be allowed between different departmental libraries, and between departmental libraries and the Central Library on Inter-Library loan system; it being provided at the time that such facilities are not allowed between a Departmental Library and any Library outside University of Calcutta except through the Central Library.
- m) Publications such as conventional reference books, rare books and books known to have gone out-of-print, periodicals, report, etc., books of special collections and books marked as "Not to be removed" are not to be issued out except under special circumstances only on written permission of the Head of the Department/ University Librarian.
- n) If a depositor does not claim refund of his/ her Library deposit within three years from the date of cessation of his/ her membership of the Library, the deposit money will be forfeited.

31.
 - a) All books and other Library materials for a departmental Library are to be procured and purchased by the University Librarian, on the recommendation of the Head of the Department concerned, against the allocated fund of the University book budget for the Department and against any grant or donation or fund received by or allocated to the Department.
 - b) All such books and also books received as gifts by a department are to be accessioned by the Central Library and Departmental Library in the respective accession registers. The Departmental Library shall catalogue and classify all documents of the departmental Library. The Deputy Librarian/ Assistant Librarian of the Campus will look after accessioning and processing work of the books and journals of the departmental libraries.
32.
 - a) The University Librarian will subscribe to periodicals for a Departmental Library on the recommendation of the Head of the Department concerned within the fund allocated by the University authorities.
 - b) The Departmental Library is to pursue matters relating to non-receipt of any issue of periodicals in due course under intimation to the Central Library.
 - c) The Departmental Library is to maintain a holding-list of all periodicals and serials.
 - d) On receipt of Journals from the suppliers, for those entries should be made in the periodical register of respective departments.
33. Binding work required for books and periodicals of a Departmental Library is to be done under orders of the Departmental Head out of the funds allocated for the purpose by the University Authority and at

approved rates by the Binders enlisted in the panel of binders maintained by the Central Library.

34. Periodic inspection of departmental libraries, including stock-taking is to be arranged by the University Librarian in co-ordination with the Head of the Department concerned and report of this is to be placed before the Library Committee.
35. a) Statistical records of all activities of a Departmental Library is to be maintained by the Departmental Library and quarterly report of this is to be placed before the Library Committee through University Librarian.
b) A consolidated annual report of all such activities, in a prescribed form, is to be forwarded by the Department concerned at the end of each year to the University Librarian for necessary inclusion in the annual report of the University.
36. The Library Rules framed hereinabove may, from time to time, be changed, altered, and amended, or new rules may be added by the Library Committee, and that will be effective and binding to all concerned when the relevant proceedings of the Library Committee are approved by the Syndicate.

[As approved / confirmed by the Syndicate in its meetings held on: 24.11.2022, 25.01.2021, 27.08.2019, 30.08.2017, 23.05.2017, 10.03.2016, 30.04.2015, 15.07.2013, 06.10.2012, 23.03.2011, 21.09.2010, 20.02.2009, 26.06.2007, 06.12.2006, 01.02.2005

Read with recommendations of the meetings of the Library Committee held on: 04.07.2017, 20.04.2017, 29.01.2016, 14.03.2013, 26.07.2012, 14.03.2011, 26.08.2010, 05.01.2009, 25.05.2007, 27.10.2006, 22.12.2004]