

Central Library Rules

GENERAL RULES:

- Only registered members are allowed to use the Library. Members should always carry their ID cards while using the Library.
- Readers should observe strict silence inside the Library.
- Usage of Mobile phones is strictly prohibited inside the Library Premises.
- Readers' tickets are non-transferable.
- Borrowers must satisfy themselves with the physical condition of the book before borrowing.
- Members are themselves responsible for books issued against their lost tickets.
- Readers are not allowed to bring their personal books or any printed material in book form inside the Library, except specific designated place/room.
- Members must show their Library Cards while entering the Library, borrowing books and journals and at any time when asked to do so by the Library staff.
- The belongings like bags, umbrellas, tiffin box and other personal belongings etc. are to be deposited at the Property Counter at the Reader's own risk.
- Every member must enter your presence in the computer available at the entrance.
- Members are free to browse the books as there is Open Access in the library. Once the books are taken out of the shelves they should not be replaced by them as they can be misplaced. These books should be kept on table only.
- Readers should not write in, mark scratches and disfigure, damage books or furniture of the Library.
- Network will not be provided on Laptop brought inside the Library. The library shall not be responsible for the loss of Laptops & any related accessories.
- Chewing, pan, spitting, smoking, eating, sleeping and talking loudly is strictly prohibited in the Library.
- Magazines and journals must be read only in the Library on specific table/ stands and should not be taken out to any other reading area.
- Books and novels are not allowed to read in the digital and journal section of the library. Reading hall should be used for the same.
- No Library material can be taken out of the Library without permission.
- Anyone who violates the rules and regulations of the Library shall be liable to lose the privileges of Library Membership.

Lingaya's Vidyapeeth

Deemed-to-be-University u/s 3 of UGC Act 1956, Government of India
NAAC ACCREDITED
Approved by MHRD / AICTE / PCI / BCI / COA / NCTE
Nachauli, Jasana Road, Faridabad- 121002 | Ph: 0129-2598200-05
Website: www.lingayasvidyapeeth.edu.in

- The Librarian, with the approval of the Library Advisory Committee reserves the right to add, delete, alter or modify any of the above rules as and when required.

PROCEDURE FOR MEMBERSHIP:

All the members of Lingaya's Vidyapeeth (Student, Faculty and Staff) are eligible for library membership free of cost. All the registered students/ faculty members can borrow books from the library through their Smart Card. The books may however, be re-issued on the due date.

LENDING RULES AND RESTRICTIONS: (Circulation Rules)

- Periodicals will not be issued as these are for reference, in the Library only.
- Students can be issued three (3) books in total for fourteen (14) days & can get them re-issued if required by the student, subject to the condition that there is no requisition for the book / pending demand.
- Faculty Members can be issued eight (8) books in total for one semester.
- Reference Books can be issued for overnight only in exceptional circumstances with the recommendation of Dean / HODs of School.
- Students can reserve the books at the circulation counter in case those are already issued.
- Reference books, Periodicals, Bound Journals, Project Reports & Theses (Dissertations) for last five (5) years are kept in Library for the purpose of references within library premises only not for issuance. However written permission of Dean/HOD of concerned school is required for their usage.
- The Librarian reserves the right to recall any book issued to the borrower even prior to the due date of return, if necessary.
- At the end of every academic session, the students will have to obtain a "No Dues Certificate" from the Librarian, failing which he/she will lose his library membership.
- The borrower shall be responsible for the safe return of the books to the library. In the case of damage or loss of books the member/ staff will have to replace the lost book with a new book or will have to pay the double cost of lost book / document.
- Stealing or damaging the property of Library or misbehavior with library staff shall be considered as an act of indiscipline, which will liable for strict disciplinary action, fines and cancellation of Library membership.
- The Library staff is authorized to check any students' bag & belonging, if needed.

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- Non-member visitors are not permitted to use the Library without the permission of the Librarian.

LATE BOOK FINE: (Overdue Charges):

- Issued books returned after due date attract overdue charges. For text / general books, novels etc., the overdue charges will be Rs. 5/- per day.
- In case the faculty fails to return the books in 7 days after the due date, it will be deemed that the book is lost/ purchased by faculty. The price of the book will be automatically deducted from their pay bill.

WAIVING OF FINES: Fine may be waived off by the Dean /HOD of school and Vice-Chancellor/ Pro Vice-Chancellor for Students and Faculty / Staff respectively.

CLEARANCE CERTIFICATE:

All library documents will have to be returned along with the dues, fine etc., if any, by the individuals (staff, faculty & students etc.) at the time of leaving Lingaya's Vidyapeeth and obtaining „clearance certificate“ from the library is mandatory .

PHOTOCOPYING:

The Library provides photocopying facilities to its users. The general guidelines to be observed for photocopying are:

- (i) Cover to cover photocopying of copyrighted document is not permissible.
- (ii) Photocopying from library books/journals is to be kept to the minimum. Project codes should be mentioned in the requests for photocopying. Students and outside visitors who avail this facility need to pay photocopying charges.
- (iii) The photocopying charges are Rs. 2/- Per page, for external users, visitors and students. Photocopy may take time one has to wait for his turn.

INTER LIBRARY LOAN & INSTITUTIONAL MEMBERSHIP:

To obtain/loan out upon request of a Lingaya's Vidyapeeth library/non- Lingaya's Vidyapeeth library user, documents are not available in Lingaya's Vidyapeeth /other libraries. The Lingaya's Vidyapeeth library has interlibrary loan arrangements with important libraries in NCR Delhi through DELNET, library.

For issuing/returning books from/to these libraries, inter- library loan forms are available in the library and can be collected from the Librarian.

The library must be informed in writing about the books to borrow from other libraries.

Books borrowed from other libraries must be returned within a week. No fresh loan forms will be issued unless any previous inter- library loan account of the user has been settled.

A fine is payable from due date given by libraries. If this is not specified, fines will be applicable after 14 days from the date of issue of interlibrary loan form by Lingaya's Vidyapeeth Library.

The issuer has to follow the rules and regulations of particular library, at the time of availing this library services.

RESOURCE SUGGESTION:

Requests for new books, journals, CDs, or other information resources may be sent to the library with maximum ordering details available. Please use any of the following modes for ordering: - E-mail

- Recommendation form (accessed from Lingaya's Vidyapeeth Library) Please allow a reasonable time for procurement and technical processing of the books i.e. 20 days and 2 months for Indian and international books respectively. Purchase of documents directly by individuals is discouraged. Duplicate copies are not accepted for the collection.

DIGITAL LIBRARY RULES:

- Every faculty, staff & student of the Lingaya's Vidyapeeth is eligible for membership of the Digital Library.
- Electronic Resources such as e-journals, e-databases, e-books made available by the Digital Library, Lingaya's Vidyapeeth are for academic use. These resources can be searched, browsed and may be downloaded. Downloading of a complete book or an entire issue or a volume of one or more journals is strictly prohibited.
- The Central Library subscribes thousands of e-Resources directly through the DELNET, British Council, HBR and other Consortium. The terms and conditions for using these resources are spelled out in electronic resource license agreements with each organization. It is the responsibility of individual users to ensure that the use of electronic resources does not breach the terms and conditions specified in the license agreements.
- Use of robots, spiders or intelligent agents to access, search and/or systematically download from these resources is prohibited.
- Login I.D. Passwords of various e-resources or online resources will be communicated to the students and faculty member by the library staff.
- Changing the settings and display of the computers kept in the Digital Library is not permitted.

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- Please handle computer, hardware, software and its accessories carefully.
- Online chatting in the Digital Library is not allowed.
- Browsing of dating, social networking sites is strictly prohibited.
- Playing games on computers is strictly prohibited in the entire Library premises.
- Members are not allowed to carry eatables and drinks in the entire Library premises.
- Members must take care of their Pen drives, CD/DVD, Cell Phones, and Wallets etc.
- Do not install or uninstall any software programme (s) on computer.
- Users should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- All LAPTOPS users must be seat on designated place (Laptops Section).
- User should make folder to save his/her files if required in My Computer & delete the folder after complete work. If data is lost, Library staff will not be responsible.
- Students should take care of cleanliness in the library.
- The Library staff reserves the right to stop extending the facility to a person found misusing, apart from initiating action as per the rules by the University Authorities

LIBRARY TIMINGS:

Monday to Saturday (All working days) 9.00 AM to 08.00 PM	Timing for Issue/return of Books 9.15 AM to 4.15 PM
Sunday & Holidays : 10.00AM to 2.00PM	Only Reference section is open

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Digital Library Rules

1. Every faculty, staff & student of the Lingaya's Vidyapeeth is eligible for membership of the Digital Library.
2. Electronic Resources such as e-books, e-journals, and e-database made available for the academic use. These resources can be searched, browsed and may be downloaded. Downloading of a complete book or an entire issue or a volume of one or more journals is strictly prohibited.
3. The Central Library subscribes e-Resources like DELNET, British Council AIR, NDLS and other consortium. The terms and conditions for using these resources are spelled out in electronic resource license agreements with each organization. It is the responsibility of individual users to ensure that the use of electronic resources does not breach the terms and conditions specified in the license agreements.
4. Use of robots, spiders or intelligent agents to access, search and/or systematically download from these resources is prohibited.
5. Login I.D. Passwords of various e-resources or online resources will be communicated to the students and faculty member by the library staff.
6. Changing the settings and display of the computers kept in the digital library is not permitted.
7. Operate the computer, hardware, software and its accessories carefully.
8. Online chatting, Browsing of dating, social networking sites is strictly prohibited.
9. Playing games on computers is strictly prohibited in the entire Library premises.
10. Members are not allowed to bring eatables items in the Library.
11. Members must take care of their Pen drives, CD/DVD, Cell Phones, and Wallets etc.
12. Do not install or uninstall any software programme (s) on computer.
13. Users should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
14. All LAPTOPS users must be seat on designated place (Laptops Section).
15. User should make folder to save his/her files if required in My Computer & delete the folder after complete work. If data is lost, Library staff will not be responsible.
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Department Library Rules

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3. Readers should observe strict silence inside the Library.
4. Usage of mobile phones is strictly prohibited inside the library premises.
5. Readers are not allowed to bring their personal books or any printed material in book form inside the library, except specific designated place/room.
6. The belongings like bags, umbrellas, tiffin box and other valuable items etc. are to be deposited at the Property Counter at the Reader's own risk.
7. Members are free to consult the books as there is Open Access in the library. Once the books are taken out from the shelves they should leave the books on table after study.
8. Readers should not write, mark or damage books or furniture of the Library.
9. Network will not be provided on Laptop brought inside the Library. The library shall not be responsible for the loss of Laptops & any related accessories.
10. Chewing, pan, spitting, smoking, eating, sleeping and talking loudly is strictly prohibited in the Library.
11. Magazines and journals must be read only in the library on specific table/ stands and should not be taken out to any other reading area.
12. No Library material can be taken out of the library without permission of librarian.
13. Computers placed in the library are useful for the e-resources, like DELNET, BCL, AIR, NDL etc.

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