



AMITY UNIVERSITY KOLKATA

CENTRAL LIBRARY

Rules & Regulations

1. Students, Faculties & Staffs are eligible for becoming Library Member.
2. Members need to show their Library Cards/University Identity Cards to the security desk at the time of entering the library.
3. Members need to sign Gate Register at the time of entering the library.
4. Library Hours: 8AM to 8PM (Monday to Friday), 9AM to 6PM (Saturday), Sunday Closed
 - a. Lending Hours: 09.30AM to 1.30PM & 2PM to 7.30PM
 - b. (Lunch Hour: 1.50PM to 2.30PM)
5. Borrowing Rights:
 - a. Student Members (Undergraduate) – 02 Books – 14 Days
 - b. Student Members (Postgraduate) – 04 Books – 14 Days
 - c. Research Scholars - 04 Books - 30 Days
 - d. Faculty Members (Fulltime) – 08 Books - 60 Days
 - e. Faculty Members (Parttime) - 04 Books - 30 Days
 - f. Staff Members (Fulltime) - 04 Books - 30 Days
 - i. One time renewal of book may be permissible, if that book has sufficient available copies at the library, and there is no demand for that same book by any other student.
 - ii. Once a book is issued, it cannot be returned on the same day.
 - iii. Members need to be present physically on circulation counter while issuing any book.
6. Reference Service:
 - a. Reference materials should not be allowed to be taken outside the library.
 - b. Old Question Papers will be served among students only through Class Representatives or any Student as will be deputed by the HOIs/HODs.
7. Books taken based on daily issues, with Reference Card for reading/photocopy purposes, must be returned before 5.30PM on the same day.
8. Overnight issues of the books are allowed after 4PM and that book needs to be deposited by 9.30 AM on the next working day.
9. Overdue/Late fine of Rs.5.00 per day will be charged from the 15th day including in between Saturdays, Sundays, or any holidays.
 - a. Late fine of Rs. 100 per day will be charged on the books issued on daily basis or in overnight issue with Reference Card.

- b. Maximum limit for the accumulated late fine will be four times the price of the issued book.
- 10. Duplicate Library Membership Forms/ Cards, etc. will be reissued after paying Rs.50.00 along with a Formal Application to the Librarian forwarded by HOI's/HOD's/PL's.
- 11. Any consideration/waive of Late Fine, etc. is applicable with sole recommendation of VC/Pro-VC/Registrar/HOIs/, or any other Competent Authority of the University.
- 12. Library Clearance/No dues certificate will be issued on surrendering all library materials with him/her, including the Library Cards and payment of all outstanding dues. If the student is applying for Refund of Caution Money without clearing all dues at the library, the price of the latest edition of books along with accumulated late fines and all other dues, if any, will be deducted from Caution Money.
- 13. Lost/Damaged Books need to be replaced by a new one with latest edition and along with all outstanding dues. If any item is lost or damaged and not replaced, then the dues will be recovered from Caution Money by following Rules 9, 12 & 16.
- 14. Digital Library can be accessed by signing Register kept at the kiosk.
 - a. Consult E-Resources as per direction kept on the Kiosk or consult with library staff.
 - b. Anti plagiarism software will be demonstrated to Class Representatives, or any student as will be deputed by the respective HODs, and he or she will take the responsibility to serve the whole class.
- 15. Improper use of Computers, any Library Items or Internet (Browsing Social Networking Sites, Shopping Sites, etc.), is punishable.
- 16. All personal belongings except purse, mobile and notebooks shall be kept in lockers. Lockers are allowed only to study inside the library and need to vacate during leaving out the library. Any misconduct with lockers, such as damaging, storing hazardous items, or not surrendering of the keys, etc. are highly punishable and must compensate with the cost.
 - a) If the locker key is not deposited in time a fine of Rs. 100.00 per day will be levied.
 - b) If the locker key is lost or damaged, onetime penalty of Rs. 500.00 will be charged.
- 17. Mobile Phones shall be switched off inside the library. Rs.50 will be charged as punishment for Receiving, Calling or Photographing with Mobile Phones inside the library reading zone.
- 18. Food items are not permitted inside the library.
- 19. All members are expected to observe complete silence inside the library.
- 20. Members found guilty of violating the library rules will be terminated from all the library privileges including access to the library.
- 21. The Librarian/Library Committee/Competent Authority of the University has full right to override or make changes in any of the rules according to special circumstances and for the good interest of the library.