

CHAPTER- XXIII THE USE OF LIBRARY

1. Preamble

It is deemed necessary to create congenial atmosphere in the libraries to ensure their effective use, proper maintenance of books, journals and other published & digitized material. Besides this the follow-up of timely return of books and up-to-date record of all library materials are of vital importance for the keep up of the libraries. The following regulations established rules for permissible use and handling of the library facilities.

2. Title

These Regulations, which have been framed in pursuance to section 27 (1) (h) of Sukkur Institute of Business Administration Act 2006, shall be called the “Sukkur Institute of Business Administration, Regulations relating to the use of Libraries, 2006.”

3. Commencement

These regulations shall come into force with immediate effect.

4. Application

These regulations shall apply to all the users of Institute Library facilities.

5. Definition

In these Regulations, unless there is anything repugnant to the subject or context, the following expressions shall have the meanings here by respectively assigned to them as under:

- (a) “Campus” means constituent campus of the Institute;
- (b) “Faculty” means teaching staff of the institute;
- (c) “Institute” means the “Sukkur Institute of Business Administration”
- (d) “Librarians” means the head of the Library information services of the respective campuses.
- (e) “Officers” mean the Officers of the Institute.
- (f) “Director” means Director of the Institute
- (g) “Staff” means Administrative / Support staff of the Institute.

(h) “Students” means the student of the Institute.

6. Lending Rules

Members of the faculty, staff, fellows and research scholars on their joining and students on their admission to the institute become member of the library. However, they are required to fill-out and sign the library membership form to activate their membership. The use of libraries shall be open to the member of the following categories.

A. Members of the faculty and staff.

B. Fellows and Research scholars

C. Students on the roll of Institute.

7. Users are entitled to borrow books (excluding text reference books and general reference books) as per following privileges.

MEMBERSHIP CATEGORY	BORROWING PRIVILEGE	LOAN PERIOD
Undergraduate Students	04 Books	14 Days
Graduate & Post Graduates	08 Books	14 Days
Teaching Assistants	04 Books	14 Days
Research Associates	08 Books	14 Days
Faculty	30 Books	120 Days (One Semester)
Staff	04 Books	14 Days
Other Members	04 Books	14 Days

8. Course reserves will be issued for a shorter period of time as advised by the concerned faculty.

9. Smart / Library card is a must for access to library premises and to check out any library item. Users have to pay Rs. 100 for new library card and for replacement in case of loss or damaged card. The lost of library card may be reviewed in case of smart card or other sophisticated card.

10. Make sure you have provided correct email address while filling your library membership form as whole correspondence including overdue notices will be communicated through email.

11. Loan may be renewed through library circulation desk or online portal if another user has not reserved the desired book. Overdue books will not be renewed online.

12. Books already checked-out by some other user can be reserved. You can also request reserving the book through library i-portal once it is operational.

13. Reference material, CD ROMS, annual reports, pamphlets, current and bound periodicals, rare books and projected items, Thesis / Dissertations, students, projects and newspaper can not be checked out. They can only be consulted within the library premises.

14. If you accidentally misplace a book and could not find it after a thorough search, report this to the circulation desk.

15. Mutilation of library material can lead to a disciplinary action against the perpetrator. Books accidentally damaged should be reported so that suitable assessment can be made and damages can be collected / imposed.

16. Library material borrowed by any member is subject to recall if needed by the library. A fine may be imposed if the recall request is not entertained.

17. Any material not returned or renewed within 60 days of the due date will be considered LOST.

18. New arrivals, periodicals, journals, research reports and other materials of interest shall be notified by the Librarian to the concerned faculty and students through email and table of contents service.

19. Library Etiquettes

Users are not allowed to bring their personal belongings into the library before complete RFID tagging. Until that all members shall be required to leave their personal belongings (books, files, briefcases, handbags, registrar, etc) at the entrance library.

20. Users are not allowed to write, underline or mark the library books. The library books are carefully examined on return and the borrower shall be held responsible for defacing or damaging or causing loss of library material in their possession.

21. In case of study in the library, after consultation the library materials are to be left on the reading table, which shall be shelved by the library staff appropriately.

22. Complete silence shall be observed inside the library ground floor, except for brief and subdued talk with the library staff at the circulation desk or any other section of the library. However, first floor will provide live place for academic and research related discussion.

23. Drinking (except water) and eating shall not be allowed inside the library.

24. Use of mobile phone and smoking are strictly prohibited inside the library.

25. Loud talk / un-necessary discussion / disturbance / snoozing etc, shall not be allowed inside the library.

26. Fines

To encourage timely return of library materials and to provide optimal sharing of the collections, fines are charged for overdue items. Borrowers are responsible for returning or renewing items by the due date.

- A. If item are not returned within the due date, fines become retroactive to the first overdue day at Rs. 10/- per book per day.
- B. **Lost Books:** In case of loss or damage, the patron will have to replace the lost item with the original or new edition or he / she will be charged two times the current price of the item.
- C. **Course Reserve:** This material is issued for three hours only. If the material is not returned within the allocated time, a fine of Rs. 50/- for each extra hour will be charged.
- D. **Disciplinary Fines:** Rs. 500/- on first time violation. If the patron continues the violation, the case will be referred to the disciplinary committee.
- E. Overdue and fine notices will be sent through official email. All library fines are only paid with the Accounts department. Library account will be blocked if the fine exceeds Rs. 5,000/-
- F. Report lost(s) or other material(s) to the library immediately through email or personally at circulation desk to avoid fines.
- G. Make sure that you know the due dates you check out library material. It will help you avoid overdue fines by online renewing of your borrowed item(s) within due date.
- H. While returning library books or other materials at the circulation desk, please ensure that the circulation staff has returned the item(s) from your account.
- I. Do not give your smart / library card or checked out material(s) to others. This may be helpful to avoid hefty overdue fines, especially in case of course reserves.

27. Circulation and Reference Assistant

Library staff may be consulted for the following purposes:-

- A. Library Portal
- B. Online Public Access catalogue (OPAC)
- C. Online databases

- D. Literature searching
 - E. Use of research tools, like turnitin for plagiarism detection, reference and citation management software etc.
 - F. Audio / Visual Materials, CDs / DVDs
 - G. Multimedia Library
28. Students will be allowed to borrow books from book bank keeping in view the availability of titles on first come first serve basis. A minimum of 05 copies of each book bank related title will be made available for students' consultation within the library premises.
29. Scanning, photocopying and printing facility will be made available on payment basis (at the market rate) where copyright rules permit.
30. The Librarian has the authority to immediately stop issuance of library material or discontinue the reading room facilities for those violating these Regulations.