

THE WOMEN UNIVERSITY MULTAN
LIBRARY REGULATIONS
2020



LIBRARY RULES



CENTRAL LIBRARY

**THE WOMEN UNIVERSITY,
MULTAN**

Library is a pivotal facility & source which are established to fetch the collection of updated and valuable information, collection of books, journals, articles and researches, hence, The Women University, Multan intends to provide the best facility to its students. Being a state-supported public institution, Central Library of The Women University, Multan attempts to arrange the collection for the users, as well as instantaneously fulfills its primary responsibility.

Authority:	Members of Library Committee
Librarian	Incharge of the Library
Faculty Member	Teachers (Associate Professor, Professor, Lecturer,) deployed in WUM as permanent employee.
Administrative Staff	Nonteaching, clerical & administrative employee of WUM
Students	A person studying in WUM registered in the regular academic session.
Researcher	Research Scholars, visitor for research purpose

LIBRARY SECTIONS

The Central Library of The Women University has the following sections;

1. **Acquisition / Technical Section**
2. **General Book Section**
3. **Circulation Section**
4. **Reference Section**
5. **Serial Section**

Keeping view the following contents, library rules have been framed in order to maintain order and proper environment for literary people as well as comprehensive office record:-

1. **Library Timings**
2. **Conducting the Library**
3. **Library Membership**
4. **Reference Books/Material**
5. **Newspapers & Journals**
6. **Circulation Rules / Utilizing Library Books**
7. **Utilizing IT Lab**
8. **Fine Policy**
9. **Stocktaking**
10. **Library Clearance**
11. **Weeding-Out / Write-Off Process**

1. Library Timings

- Library observes the official opening hours, and the break hours (during which the library remains “**Closed**”). The library timings may, however, change, in which case it will be properly notified. Following are library timings for the current academic session:-

Monday to Friday	08:30 AM to 4:30 PM (according to university timings)
Prayer/ Lunch Break	01:30 PM to 02:30 PM

2. Conducting the Library

Following rules / instructions are defined to be observed by the users; however violator(s) may have to face disciplinary action:-

- Only **Registered Users** can avail the facilities of the library.
- Cell-phones must be kept** on silent mode (or switched-off) while being inside library. Further attending call(s) are also not allowed inside the library
- Drinks and eatables are strictly prohibited**
- Sleeping is not allowed** in library
- Don't write and scratch the library furniture.** In case of irreversible damage, you'll be heavily fined as decided by the Library Committee.
- Library books are examined on return and the borrower will be held responsible, so, **don't write, highlight, underline, mark, or fold pages of the books.**
- In case of **severe damage / lost**, borrower will have to return a **new copy of the book** (same print) or pay the price of the book as deemed by the Authority.
- Complete silence** should be observed, except for brief and subdued talk with library staff.
- Separate group study area** is available within the library. Group work and conversation (religious, political etc.) are encouraged in these group study area.
- If any library user disturbs, the study environment which may cause **disruption in service or distraction for other library users**, she will be given a verbal warning by the library staff. For second time, she will be given a written warning but for third time, library will refer the case to Authority/Library Committee.

- xi. If you read a library book inside the library, leave it on the table after you have finished. **Do not reshelf it yourself.** You may inadvertently misplace a book which can cause problems in its later search.
- xii. **Do not change configuration of the PCs (IT-Lab)** or any other equipment in the library. WUM code of conduct must be observed while using IT facilities.
- xiii. Although **you can use your belongings** (laptop, books, registers etc.) for study purpose inside the library and to avoid security concerns, you should place your bags / irrelevant items on the table besides the entrance door. In case of suspicion, **library staff is authorized to check your bags.**
- xiv. Someone found and proven **guilty of stealing books or other items from the library**, she may face disciplinary legal actions or as per decision of the authority.
- xv. Treat the library staff with respect. Any **misbehave would not be tolerated** and offender come under the law.
- xvi. The **Librarian is authorized to withdraw library facilities from any member** who is found misusing the library material or facilities.

3. Library Membership

Library can only be consulted by the Library Members.

- i. Faculty Member(s)/ administrative staff of each Department will get their Library Membership by the recommendation of their respective Heads.
- ii. Data of students will be submitted by all departments to the Library at the time of commencement of academic sessions for issuance of their Library Membership Card.
- iii. In case of card is lost, a fine of Rs.100/- is charge for issuance of new/duplicate card.
- iv. Over-writing by the students / users in Acc. # or dates is strictly prohibited and in case of violation, membership will be cancelled by the authority.

4. Reference Books/Material

Books & other material of the following shall not be allowed to be issued. These books may be studied within the allocated sections of the

library during working hours:-

- I. Encyclopedias, Dictionaries, Research Reports, Projects Thesis etc.**
- ii. Book declared to be reserved or banned due to any reason by the Govt. or Competent authority of the university**
- iii. Rare books and other protected copies.**
- iv. Microfilm, Autographs and tape recorders.**
- v. Periodicals (Newspapers, Journals, Magazines, Reports)**

5. Newspapers & Journals

Library will subscribe more than 5 daily national leading newspapers and latest journals in order to enhance the current affairs knowledge.

6. Circulation Rules / Utilizing Library Books

Keeping in view the categories of books, library can be defined in two Categories i.e. General Books and Reference Books; General Books – which can be issued; Reference Books consisting of Encyclopedias Dictionary Research Projects, Reports, Thesis etc. which cannot be issued. Following policies are determined keeping in view the above categories:-

- i. Standard books are regular items which can be borrowed by any library user for a time frame mentioned against each:

Categories		Period	Max. books
Permanent Faculty Member		2 Months	10
Research Scholar/ Visiting Faculty Member		1 Months	05
Non-teaching staff (Permanent)		15 Days	02
Students	M. Phil / Ph.D.	1 Month	05
	BS/MA/MSc	15 Days	03
	Intermediate	15 Days	02

- ii. A book can only be reissued for further 02-times continuously to library members

- iii. Overdue books will not be re-issued until the fine is paid.
- iv. Two copies of same book will not be issued.
- v. Non-issuable materials such as reference books, research projects, thesis, magazines, and journals are not checked out however under exceptional circumstances, reference book can be borrowed overnight by the recommendation of the Head of concerned department.
- vi. All issued books must be returned to the library by the due date. In case of overdue books, fine will be charged, as mentioned in the fine policy.
- vii. Books will only be issued to the person appearing at the circulation desk. It cannot be issued under someone else's name.
- viii. Books or other materials borrowed from the library are non-transferable and are expected to be used by the borrower himself/herself. Books should not be passed-on to somebody not belonging to WUM.
- ix. Well-in-time returning of book(s) and keeping them intact is the prime responsibility of borrower. If you ask someone else to return, make sure she does it.
- x. In exceptional circumstances, borrowed materials must be returned to library to meet emergent needs. If recalled, the borrowed books must immediately be brought to the Circulation Section.

7. Utilizing IT Lab

IT Lab is made available for users of Central Library, WUM for literary / research purposes. The library reserves the right to designate specific uses for individual computers. When there is high demand for using computers, time limits may be enforced; those not engaged in research of course-related activities may be asked to relinquish their computer to those needing use of research purposes.

8. Fine Policy

To encourage and impose timely return of the library materials, fines are charged on over-due items. Borrowers are solely responsible for returning or reissuance of items by the due date. If the items are not returned by due date, fine will be charged at the following rate:-

- i. Rs. 20/- per day per book after stipulated period will be charged to all Library Members i.e. students, faculty members, administrative staff. In case of overdue of Reference material that library will issue only for overnight in some exceptional circumstances, Library Member will be charged @ Rs.500/- per day per item.**
- ii. If a library user reports that the book is lost, she/he will have to pay current price of the book(s) along with fine @ 50% of price (currency price will be declared according to USD\$ rate) NOTE: Fine will keep on incurring till the price paid or book returned.**
- iii. For students, the maximum limit of Library Fine is Rs.1100/- (according to Library Security Fee); exceeding this limit, no further books will be issued.**
- iv. All Library Members (student, faculty & administrative staff) will submit the amount of Library fine in University account through Treasurer Office and original Challan will be furnished in the Library for reactivation of Library Account as well as Clearance.**

9. Stocktaking

The library will undertake stocktaking / physical verification of books for a period of one month. This process includes a number of different activities, such as verification of library inventory, rectification of records, examination & conditioning of books and process standardization. All the members will be informed about the commencement of this exercise through General Notice which will require them to return the books/material. Following rules in this regard must be observed before starting Stocktaking:-

- i. All borrowed books will have to be returned before due date.**
- ii. Library will be functional for reading / research purpose only and no any book will be issued during stocktaking process.**
- iii. Exact dates of stocktaking will be communicated well in advance to all departments through General Notices. If a books return date is going to lie within the stocktaking period, it will not be issued.**

10. Library Clearance

After completion of academic sessions, all the students are bound to get “**Clearance**” from Library on the prescribed Proforma in order to obtain their degrees. Library Members from faculty & university staff, in case of retirement, transfer & resigning from University, must have to obtain clearance from Library. Library staff will observe the following while clearing any account:-

- i. All borrowed books have been returned well in time.
- ii. If applicable, all the outstanding library dues (fine, book cost, etc.) have been paid.
- iii. No further violation case against the applicant is yet pending.
- iv. The Library Head will notify the Controller of Examinations, Treasurer and respective HODs about list of library defaulters for necessary actions as well as for not issuance of degrees / relieving letter(s).

NOTE:

Library clearance will be marked only by the Librarian or In charge Library. No other library staff is authorized to sign 'Clearance Form'.

11. Weeding-Out / Write-Off Process

Weeding-out and Write-off are two important functions in which Librarian have the right to weed-out unusable and outdated material while to write-off theft or loss materials from the library; Librarian will observe the following rules in this regard:-

- i. **Upon consultation with concerned Head of the department, the Librarian will enlist all outdated and unusable books etc. The list will be forwarded to the competent authority for the approval in order to weed out the materials.**
- ii. **The Librarian shall report all printed/ non-printed material damaged or worn-out through fair wear and tear to the competent authority for writeoff approval.**
- iii. **Losses to the extent of 3% per annum of the available stock in an open access, library shall be written off by the**

- competent authority.**
- iv. Losses to the extent of 2% per annum of the available collection of a close access or partially open access, library shall be written off by the competent authority.**
 - v. Losses written off by the competent authority shall be struck off from the stock and transferred to the with-drawl register indicating the reasons due to which the losses were written off.**
 - vi. In case a book is not returned to the library by any member due to a genuine reason, it will not be written-off without sanction from the Competent Authority.**

12. Library Promotion Activities

I. Book Exhibition/Fair

etc. To aware the community / students with knowledge, WUM library regularly arranges Books Exhibition / Book Fair for updated researches, books of national & international writers.

ii. Best Library Staff's Prize:

Library also promotes its library staff by giving them motivation as they are representing the library itself. In this regard, a best Library worker's prize is being awarded annually.



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