

Acharya Narendra Deva University of Agriculture & Technology

Kumarganj- 224 229, Ayodhya (U.P.)



Library Policy



The University Library was established with the establishment of the University in 1975. The University Library was renamed 'Nehru Library' on 19th March, 1997. Nehru Library is the Central Library of Acharya Narendra Deva University of Agriculture & Technology Kumarganj, Ayodhya (U.P.). The University Library provides source of information and facilities for teaching, learning, educational and research programmes of the University. Library delivers a wide spectrum of services by helping students with textbooks, reference books and periodicals, and up-to-date literature on every subject for students, teachers, scientists and research scholars. The Library is centrally located with an easy access from all the colleges of the University campus, hostels and residential areas. It has especially designed spacious four-floor building constructed in 3617 sq. feet area. The Library has acquisition section, technical section, circulation section, periodicals and thesis sections. The Library has capacity to accommodate more than 200 readers at a time. It has 59450 books and other reading materials, National and International journals, weekly and monthly magazines and daily newspapers in English and Hindi. Apart from books on technical subjects related to discipline and courses, it houses books of general interest like management, education, Library science, mass communication, computer science etc. To support the research needs of its students, the Library has 3560 theses in print. The Library provides Wi-Fi facility for its users. The Library is member of KrishiKosh, Shodhganga, Shodh Shuddhi and Jgate-CeRA (Consortium for e-Resources in Agriculture).

Vision:

“To provide a center for information and discovery through up to date knowledge, robust collections and responsive services in the field of agriculture and allied sciences.”

Mission:

- To provide a place for students to learn and appreciate the power of information through various print and electronic materials.
- To promote information and digital literacy to all students, staff and the community.
- To supply a space where ideas can meet through students and teachers, and to inspire individuals of any kind to be an active and contributing member of society.
- To help in building the brand value of university by making its students up to date in their respective field.

Our Values

The Nehru Library will guide accomplishment of our Mission and Vision by:

1. Being a warm and welcoming place for all its members to gather.
2. Being actively engaged in the life of the University.
3. Ensuring ready, equal, and equitable access to library materials.
4. Protecting confidentiality of the records of its patrons.
5. Championing everyone's right to intellectual freedom.

Library Timings

The Library remains open from 9 AM to 7 PM on all the working days of the University.

LIBRARY SERVICES:

Members are free to seek the assistance of Library staff in selecting reading material, checking of references, searching of misplaced reading materials, compilations of bibliographies, procurement of documents, etc. Members are free to recommend new books or Journals for the library and to suggest improvement in Library services. Suggestions and recommendations, duly signed can be put in the suggestion box placed on the circulation counter.

1. **Automation and Digitization of Library:-** Nehru library upgrade their automation and digitalization program so that student and researcher can get easily and rapidly accessing the book, journal, thesis, E book, E Journal. Patrons can access resources of library at: <http://216.48.178.228;81/>
2. Nehru library has a regular subscription of consortium for e-resources in agriculture (CeRA) and J gate for effective use of student. Student, research scholar, Scientist and teacher can access e-journal. On CeRA and J gate about 641 users of taking advantage of CeRA.
3. University library is member of Krishikosh of ICAR and Shodhganga (e repository of UGC) on Krishikosh and Shodhganga about 540 Thesis have been uploaded.
4. Nehru library has accessed the Plagiarism detection software “Ouriginal/ Urkund”.
5. Photocopying facility is available in the library on the payment basis. The rates are approved by the competent authority from time to time.
6. Availability of computers and access to internet. At present In the library Thirty five computer connected with internet is available for the students and faculty members to access internet facility.

LIBRARY RULES

1. Library Membership

Students, teachers, scientists, and other staff of the University are entitled for the membership of the Library. The membership is required to avail the facilities of the Library. The candidates are required to fill the University Library membership form which must carry the recommendation of the respective Head of the Department/Dean/DSW/Director/other competent authority of the University.

2. Admission to Library

Only registered members shall be permitted admission to the Library. He/She must produce his/her identity card at the Security Counter of the Library. Person shall not be permitted admission to the Library, in case of failing to produce the identity card.

3. Loan Privileges

a) Entitlement of loan

The bonafide members shall be permitted to borrow books from the Library against the Reader's Ticket only. Each member shall be issued the Reader's Tickets to borrow the books. The detail of the entitlement of loan is given below

S. N.	Category of the Library user	Eligibility of books borrowed (no.)
1	Deans/ Directors	8
2	Professor	8
3	Associate Professor	8
4	Assistant Professor	8
5	Non- teaching staff	2
6	Ph. D Student	4
7	PG Student	4
8	UG Student	2

b) Period of loan

The detail of the period of loan is given below

S. N.	Category of the Library user	Duration (Days)
1	Deans/ Directors	30
2	Professor	30
3	Associate Professor	30
4	Assistant Professor	30
5	Non- teaching staff	30
6	Ph. D Student	15
7	PG Student	15
8	UG Student	15

Duration of issuing books and other materials from the Library

General Books	15 Days for student & 30 day for teacher
Reference Books, Abstracts and indexes	For overnight only
Current Periodicals	Not to be issued
Bound periodicals & serials to be issued to postgraduate students, teachers and officers of the University	Overnight only
Thesis, rare books, C.D. and micro-form reading materials	Not to be issued

c) Re-issue and recall of books

Books shall not be re-issued to the same borrower, if the books have been reserved by some other Library user. Books can be recalled at any time without assigning any reason. In case of failure to return the books, the usual overdue charges shall be realized from the date of the recall.

d) Conditions of Loan

Borrower must satisfy about the physical condition of the book before its borrowing. Borrower shall be held responsible for any damage or mutilation noticed at the time of returning the book. Book on loan shall be returned on or before the due date marked on the due-date-slip in the book. If the borrower fails to return the book on or before the due date, overdue charge shall be realized from the borrower.

4. Over dues and Fines

Over dues shall be charged from the members @ Rs. 1/- per book per day, if they fail to return the books on or before the due date. 5. Book Bank Undergraduate, postgraduate and Ph.D. students are entitled to borrow books from the Book Bank against nominal rental charges @ Rs. 5/- per book for six months.

6. Loss of Books and other materials

A book lost by the member shall be replaced either with latest edition or the current price of the book shall be charged. Indian edition book shall be replaced by the Indian edition book and the foreign book by the foreign edition book.

For general Books: The Library Member, who has lost a book/document, shall have to replace each lost book/document by a new copy of same or latest edition. Replacement should be completed within a month from the due date of deposition of the book in the Library. If the misplaced book is traced, it should be immediately deposited along with fine as per rules. The fine, however, may be remitted or reduced if the Librarian feels that the loss of book was due to reasons beyond control of the borrower. In case the lost book is out of print, the charges will be as under: Current price of the book plus Rs. 1 Rs/- as processing charges. If current price of the book is not available; then the original price of book plus 10% increase in price per year from the date of its procurement subject to the maximum of double of its original price.

In case the lost book is received free of cost and price is not given in any of the catalogue available in the Library, Hon'ble Vice Chancellor is authorized to fix reasonable price on the recommendation of Library In charge.

For text Books, Rare and Reference Books: Rs.150/- over and above the current price. The cost of the complete set may have to be paid for the loss of a single volume if it is not available separately.

Loss of Periodicals:

Single issue of periodicals: Replacement within three months or the cost of the volume if

the single issue is not available. Bound Volume of a Periodical: Replacement of the volume or four times the cost of the volume.

Loss of Library Membership card:

Loss or misplacement of membership card should be reported immediately to Circulation Desk/ Incharge of the University Library. However, the Library Member shall be still responsible for the books issued on his/her Library Membership Card. Duplicate Library Membership Card will be issued on payment of Rs. 100 /- on the recommendation of the Controlling Officer after one month from the date of report of loss to the issuing authority. Then the old/lost card will stand cancelled.

7. Damage to Books

The University Librarian shall be competent to impose penalties if any member is found guilty of damaging/mutilating/defacing/disfiguring the book and other reading materials. The current cost of the book shall be realized, if the book is defaced/ disfigured.

8. Access to Books

The Library follows an "Open Access System". The members shall have the privilege of free access to books with restriction on certain books.

9. No Dues Certificate

All students and staff members of the University shall obtain "No Dues Certificate" from the Library before leaving the University. Recovery of all the books shall be ensured before issuing "No Dues Certificate".

10. Discipline and Guidelines

- All the members shall maintain proper discipline within the Library premises, and strictly follow the Library rules.
- Mobile phones shall be either switch off or in a silence mode.
- Smoking, spitting etc. in the Library premises is strictly prohibited.
- Combustible material such as matchbox, lighter etc. shall not be allowed to be taken inside the Library.
- The books, current journals, back volumes etc. taken out from the racks shall not be replaced, left only on the tables.
- Library privileges shall be withdrawn from the member, if damages to the Library property. In cases of serious damage to the Library property, a heavy penalty shall be imposed/other disciplinary action taken.
- Library users are not allowed to take along them the personal books, printed reading material, etc. inside the Library premises/Reading Hall. Similarly other personal belongings such Radio, Tape recorder, Bags, Hand bags, Rain coat and Umbrella etc. are strictly prohibited inside the Library and these should be deposited at proper counter. They

are advised not to leave cell phones, purse, money, credit card and other valuables in the hand bag outside the Library as University will not be responsible for their loss.

- All members are required to bring their Library Membership Card and produce it whenever asked for identification.
- Borrowing and returning of the books, payment of fine or charges, application for membership cards, etc. must be done through Circulation Desk between 10 am to 5 pm on working days.
- Library Membership may be withdrawn /cancelled if a member is found taking books out of Library without proper authorization, disfiguring and mutilating books in any way.
- Books shall be recalled and their issuing will be suspended during the period of stock checking/verification.
- No reading material should be issued to a borrower if he/she is drawing books for outsiders.
- Any kind of edibles is not allowed inside the Library. Smoking/chewing of tobacco and other kind of intoxicants is strictly prohibited inside the Library premises.
- Any change of address and designation, phone/mobile No., etc. of Library Member should be reported immediately to Library Incharge.
- Library users should maintain strict pin drop silence inside the Library premises.
- The Library users must make sincere efforts to keep the Library clean.
- Under special circumstances, the Library Incharge may refuse to issue the books, and recall the books already issued to any member without assigning any reason thereof.
- Reference books, news papers, magazines and journals should not be taken out of the Library.
- He/ She must produce his/her identity card at the security counter and has to enter the name in the register.
- Library card have to be returned at the time of obtaining the No dues certificate.
- Any member who is found guilty of taking book out of the library without authorization shall be liable for punishment by librarian.
- University librarian is competent to impose any or more of the following penalties, if any student is found guilty of any act of indiscipline like- warning, fine, temporary or permanent withdrawal from library facilities and banning entry to the library.

Library Advisory Committee (LAC):

The LAC has been constituted for taking policy decisions and purchase related matters for smooth conduct of the Library. LAC consist of

S.N.	Authority	Designation
1.	Dean, College of Agriculture	Chairman
2.	Dean, College of Horticulture & Forestry	Member
3.	Dean, College of Veterinary Science & A.H	Member
4.	Dean, College of Fisheries	Member
5.	Dean, College of Agriculture Engineering & Technology	Member
6.	Dean, College of Community Science	Member
7.	Director Research	Member
8.	Comptroller/Representative	Member
9.	Librarian	Member/Secretary

Library Advisory Committee (LAC) formulate the policy about university library and advised to librarian execute the policy. These rules are intended to regulate the use of University Library resources and will be reviewed from time to time to meet the changing needs.

Dr. S. K. Maurya
Incharge, Nehru Library

