

VISVA-BHARATI LIBRARY RULES

(Approved by the Upacharya & Chairman, VB Library Committee on December 07, 2015)

1. *Library Committee Formation*

The Library Committee is constituted with the following members:

1. Upacharya, Visva-Bharati, Chairman of the Committee
2. Saha Upacharya, Visva-Bharati
3. Karma-Sachiva, Visva-Bharati
4. Vitta-Adhikarik, Visva-Bharati
5. All Provosts, Principals, Directors of Bhavanas / Sadanas, Visva-Bharati
6. All HODs / In-charge of Academic Departments / Centres, Visva-Bharati
7. At least five students/scholars as nominated by Provosts / Principals
8. Librarian, Visva-Bharati, Member Secretary of the Committee

2. *Membership:*

Membership of the Visva-Bharati Library will be open to:

- (a) Members of the Visva-Bharati Academic & Non-Academic Staff attached to the Institutions at Santiniketan, and Sriniketan,
- (b) Members of the Samsad (Court),
- (c) Members of the Karma-Samiti (Executive Council),
- (d) Members of the Siksha-Samiti (Academic Council),
- (e) Members of the Artha-Samiti (Finance Committee),
- (f) Students of the University,
- (g) Visva-Bharati Pension holders (who have served the institution at least five years) residing in the area of Visva-Bharati.

3. *Membership fees for the students and Visva-Bharati Pension holders:*

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| • Students of UG / PG: | Caution Money Rs.100.00 |
| • Students of M. Phil : | Library Fee Rs. 500.00 |
| • Research Scholars : | Library Fee Rs.1000.00 |
| • Ph.D. Students (Provisional): | Library Fee Rs. 500.00 |
| • Students of Diploma and Certificate course: | Caution Money Rs.100.00 |
| • Students of the Patha-Bhavana, Siksha Satra and Uttar Siksha Sadana : | Caution Money Rs.50.00 |
| • Visva-Bharati pension holders : | Admission Fee Rs.100.00 |
| | Caution Money Rs.100.00 |
| | Library fee (Annual) Rs.120.00 |

3A. *Membership fees for the Institutional Membership*

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| • Institutional Membership : | Annual Library fee Rs.5000.00 |
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4. *Temporary Library Card (for limited period & Reading Room use only):*

- (a) Members of the Visva-Bharati Alumni Association residing within the area of Visva-Bharati.
- (b) Any person engaged in research or higher studies may be considered for temporary membership.

All applications for temporary membership (for limited period) will be dealt by the Librarian, Visva-Bharati.

5. Library Card:

- a. Library Card shall be issued to the Students / Research Scholars on production of Enrolment & Identity Card issued from Bhavana Office / Karma-Sachiva's Office.
 - b. Library card shall be issued to the Academic and Non-academic staff members of Visva-Bharati on production of joining report issued from the Karma-Sachiva's Office.
 - c. **For Institutional Membership:** Five Library Cards are to be provided to the Institute. Institutional members may use this Library Card for Reference use only. Books are to be issued to such members on submission of the library Card and authorization from Head of The Institution.
6. Library Card shall be issued (one for each member) from the Central Library only. Library Card is not transferable. If it is lost duplicate Library card will be issued on payment of Rs. 50.00 only after returning all books borrowed from Central Library & Sectional Libraries and obtaining '**NO DUES CERTIFICATE**' from them.
 7.
 - a) Members shall produce their library card to borrow books. They shall not sub-lend the books borrowed from the Library to any person or institution.
 - b) Readers shall be responsible for all books drawn on their Library Card.
 - c) The Member should ensure that all books returned to the Library are marked 'Returned' in the card by the concerned staff of the library.
 8.
 - a) Every reader shall be required to write legibly his or her name and the card number in registers maintained in the library.
 - b) Umbrella, handbags, boxes, portfolios, Overcoats and other receptacles and private copies of books must be left at the entrance at their own risk. Members should produce their reader's card before the entrance of the library.
 - c) Silence shall be strictly maintained in the Library premises and mobiles will be switched off.
 - d) Spitting, chewing pan, eating food, smoking or sleeping is prohibited.
 - e) Any member or visitor shall not take in dogs or other animals.
 9. Before leaving the counter, the member must examine carefully the book being borrowed to see if there is any defect or mutilation in it; otherwise the reader will be

held responsible for any defect discovered / detected at the time of returning the book. The defects when pointed out must be noted by the Issuing Officer.

10. If a book is lost/damaged, the borrower shall replace it with the same or latest edition / pay the price of the latest edition. In case of foreign books (out of print / not available in the market) exchange rate should be calculated at present day rate. If the book belongs to a set and is not available singly the borrower shall replace the whole set. If the binding is damaged, the cost of binding shall borne by the borrower.

If price of a book cannot be ascertained, the recoverable price will be computed based on the following criteria:

Books published before 1940:- 100 times the price mentioned in the Accession Register.

Books published between 1940-1950:- 80 times the price mentioned in the Accession Register.

Books published between 1951-1960:- 60 times the price mentioned in the Accession Register.

Books published between 1961-1970:- 50 times the price mentioned in the Accession Register.

Books published between 1971-1980:- 30 times the price mentioned in the Accession Register.

Books published between 1981-1990:- 10 times the price mentioned in the Accession Register.

Books published between 1991-2000:- 5 times the price mentioned in the Accession Register.

Books published between 2001-2010:- 2 times the price mentioned in the Accession Register.

Books published after 2010:- actual price as mentioned in the Accession Register

If the price is not mentioned in the Accession Register, the recoverable price will be determined on the basis of proportionate price or current books published by the same company.

If the above noted machinery fails, then University Librarian is authorized to ascertain the recoverable price in the interest of the University to settle the matter.

This system of realization of recoverable price may be revised in 2020.

11. Notice for overdue books will be sent to the members.
12. No book shall be re-issued to the same member on the same day.
13. The University Librarian may at any time recall any book before the expiry of the period for which it was lent; else no other book shall be issued.
14. Books will generally be issued for 30 days and the term may be extended by a further period of 30 days at the discretion of the Librarian. Teachers may keep books for the term (One Academic Year), which must be returned at the end of each term.

15. Number (of Books) and duration for issue:

Category of Members	Vols. at a time	Duration
Adhyapakas	20	Six Months
Scholars-in-Residence / Emeritus Professors / Adjunct Professors	10	Six Months or tenure of appointment, whichever is less

Librarian / Deputy Librarians / Assistant librarians / Information Scientist	20	30 days
Research Associates / Research Scholars / M. Phil Students / Research Fellows (Project) & Pool Officers / Post-doctoral Scholars	8	30 days
Visiting Teachers / Guest Teachers / Part-time Research Teacher Candidates (PRTC)	5	30 days
Post-graduate, Honours / Post Diploma / B.Ed Students	6	30 days
Certificate and Diploma Students of Language Groups, Kala, Sangit, Students of Patha-Bhavana (Senior) & Siksha Satra (Senior)	2	30 days
Students of Patha-Bhavana (Junior) & Siksha Satra (Junior)	1	30 days
Administrative Staff (Dept. Heads)	5	30 days
Non-Academic Staff including Library Staff, Other Members as specified in rule 2	2	30 days
House Tutor (Requisition Countersigned by respective Principal)	5	7 days
Institutional Members	10 *	30 days

*Two books per card.

16. Members can borrow books in one capacity only. Sectional Librarians are to enter the books issued to a member in the Readers Card issued by Central Library. Books issued from Seminar Library, if any, shall be entered in the reader's card.
17. Research Scholars are allowed to purchase books out of their Contingency Grant. On demand, these books will be issued back to them for purpose of their research. It will be in addition to their normal issue limit (08 volumes as of now). All these books will be returned to the Library before submission of thesis, and the entire process will be treated as par with 'Project Grant Books' of the faculty members.
18. No book will be issued to a defaulter member until the books due have been returned.
19. All members should return the books borrowed from the library before they proceed on a long period of leave (exceeding three months) and obtain a 'No Due' certificate from the library.
20. Any book, which is temporarily in special demand, may be lent for shorter period as may be considered suitable by the University Librarian.
21. **Restrictions:** (The following classes of books shall not generally be issued):
 - (a) Books in constant demand (these will be available for all in the reading room),
 - (b) Books reserved for bindery,
 - (c) Reference books (kept on Reference Section),
 - (d) Rare and Special Collection books,

- (e) Periodicals
- (f) Thesis & Dissertations
- (g) CD / DVDs

22. Termination of Membership:

- (a) To terminate one's membership, a member shall return to the Library all books borrowed as well as his / her Reader's Card and applies to the University Librarian for termination of membership.
- (b) The caution money will be returned by the Accounts Officer on the production of a certificate from the University Librarian that the books and card have been returned to him / her.
- (c) In case of a staff member the Accounts Officer shall settle the accounts with the University, only on the production of a certificate from the University Librarian that the books and Reader's Card have been returned to the Library.
- (d) Students will not be permitted to sit for the final examination until he / she furnishes the Karma Sachiva's office / Principal's office with a clearance certificate from the University Librarian.
- (e) The membership of any person may be terminated in case of gross abuse of privileges or any other reason detrimental to the interest of the Library (as considered by the committee constituted by the Upacharyay for this purpose).

23. Inter-Library Loan:

- (a) Inter-Library loan facilities may be opened with the Libraries of Universities, Learned bodies, Government Departments and with National Libraries on terms of reciprocity.
- (b) The application for Inter-loans should be properly endorsed by the Adhyakshas.
- (c) If there is requisition to the University Librarian, either from an individual member or from an Adhyaksha for borrowing books from other Libraries, the transit charges both ways shall be borne by the members concerned.

24. Book Selection:

- (a) On the recommendation of the Departmental Heads, the University Librarian / In-Charge of the sectional libraries will prepare the list of books.
- (b) Books of General interest: the University Librarian will prepare the list.
- (c) E-documents will be selected by the University Librarian / Adhyakshas / HOD's.

24. Requisition Method of Buying:

- (a) The requisition for all books to be purchased (except books of general interest) should come to the University Librarian through the Heads of the Departments / Adhyakshas.
- (b) For the books to be acquired through exchange and gifts, the University Librarian will act according to the instructions of the Upacharya / Chairman, Library Committee.

25. Purchase of Books:

- (a) **Revenue Budget:** All order for E-Books, E-Journals, E-Databases and print Journals both Central and Sectional Libraries should be placed directly by the University Librarian. All order for Books for Central Library should be placed directly by the University Librarian. Order for books & E-Books of the P.S.V., P.S.B., Vinaya Bhavana, Cheena Bhavana, Hindi Bhavana, Kala Bhavana, Sangeet Bhavana, Patha Bhavana, Siksha Satra and Rabindra Bhavana Libraries should be placed by the Adhyakshas / HOD's respectively, who will sign the bills and send them to the concerned Accounts Section. This will also be applicable to purchase of journals by P.S.V. & P.S.B.
- (b) **Book Grants from UGC:** Books ordered by Adhyakshas / HOD's of P.S.V, P.S.B, Vinaya Bhavana, Cheena Bhavana, Hindi Bhavana, Kala Bhavana, Sangeet Bhavana, Patha Bhavana, Siksha Satra and Rabindra Bhavana, as per fund allocated by the Library Committee will come directly to the Adhyakshas / HOD's for accession in their Sectional Libraries. The Adhyakshas / HOD's of P.S.V., P.S.B., Vinaya Bhavana, Cheena Bhavana, Hindi Bhavana, Kala Bhavana, Sangeet Bhavana, Patha Bhavana, and Rabindra Bhavana will sign the bills and send them to the University Librarian for payment.
- (c) **Book Grants from Other Funding Agencies:** Order process and payment process for books out of Other Funding Agencies or Projects viz., NBHM, SAP, DAE, ICAR, etc. would be the same as per Rule (25a) and those books will come directly to the Adhyakshas / HOD's for accession in their Sectional Libraries.
26. **Purchase Rules of Books and Journals of Visva-Bharati Library:**
- a) **For Books:**
- As per latest Good Offices Committee (GOC) Guideline and Circular.
 - All books in English, Bengali, Hindi and other regional languages, whether of Indian/Foreign origin will carry a uniform discount of 10% of the published prices. Foreign prices are to be converted into Rupee prices in case of imported prices titles as per latest Good Offices Committee (GOC) Circular.
 - In case of Central, State Govt. and Society publications – NO DISCOUNT.
- b) **For Journals:**
- Conversion rates as per latest G O C circular.
 - Supplementary bills shall not be raised if the bills are paid within 60 days, except when subscription rate is changed by the publisher and the supplier pays revised increased rate.
 - Price proof should be accompanied with all journals bill including supplementary bills.
 - The vendor should be the subscription agent as approved by the G O C.
 - Advance payment will be made against journals bill by deducting 10 % of total subscription for preceding year's journals by 31st December of current calendar year.
(5)
 - Deducted 10% subscription amount of total advance that was not paid to vendors, temporarily, will be deposited as security/guarantee money to the University. F.D.R./N.S.C./Bank Guarantee is also acceptable.

- vii. No Security deposit is required when journals are to Subscribed / Renewed directly from the publishers.
- viii. The security/guarantee money will be released on or before 31st March of next financial year, after calculating the pro-rata amount of non-supply issues, if any.
- ix. Delivery of journal issues should start within eight weeks from the date of payment.
- x. Supply of journal issues should be supplied to the library within eight weeks after publication of the same (excluding the daily/weekly/fortnightly publications)
- xi. Weekly/fortnightly journal issues should be supplied to the library within three weeks after publication of the same.
- xii. Follow up measures for non-supply of journal issues are to be reviewed every quarterly between the library and the vendor.
- xiii. Claims for missing/non-supply issues should be settled within 31st March of next financial year by issuing Cheque / Demand Draft only.
- xiv. Periodical/frequent visit of vendor is expected in order to maintain smooth supply of journals to the library.
- xv. Order for journals is to be strictly followed. Any type of correction, if required, should be intimated to the Librarian before hand.
- xvi. In case of foreign publication, the subscription agent/vendor will remit the subscription to the publisher within 30 days from the date of receipt of payment. A detail of payments made to the publisher is to be intimated to the Visva-Bharati within next fortnight.

(Dr. V. K. Thomas)
University Librarian and Secretary
V.B. Library Committee