

## CENTRAL LIBRARY

### Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow

#### General Rules :

1. Silence must be strictly observed in the Library.
2. Enter your Name and Signature in the register which is placed at the entrance counter before entering the Library.
3. Mobile phones to be either switched off or to be kept on silence mode in the Library Premises.
4. Smoking, Consumption of food and drinks are not permitted.
5. No books, bags, umbrellas, parcels, etc (except files, laptop and blank papers ) can be brought inside the library. Adequate storage facilities have been provided at the entrance to the library.
6. Users are required to handle the Books and reading material very carefully.
7. Marking library books with pencil or ink, tearing the pages or spoiling the same is strictly prohibited.
8. On leaving the Library, all users are required to produce for inspection all books and items taken out of the Library.
9. The Library staff on duty has the right to request a user to leave the premises if he is found to be violating any of the Library rules.
10. Library Staff will not be responsible for reader's personal books.
11. Only registered members are allowed to use the Library.
12. Reference Books, Thesis and CDs are to be consulted within the Library only. These should not to be issued and consulted only in the library.
13. Readers are not allowed to borrow books on the card of another reader
14. In case of lost book/library card, it should be reported immediately in writing to the Library In-charge.
15. Each duplicate card and lost card will be charged Rs.100.
16. At the time of issue of documents, the users shall fully satisfy themselves about its physical condition In case of any damage, the user shall be held responsible.
17. Users are advised not to leave their precious and valuable items like money, Jewelry, Passport, Credit card etc, at the property (entrance) counter.
18. The Chief Librarian is empowered to withhold Library facilities for any infringement of these rules.

  
(Prof. S. K. Yachha)  
Chief Librarian

## Circulation Rules :

1. Only Registered members can borrow Library materials.
2. To Avail the Library facilities, a user shall complete the Library registration form which may be collected from the Library. After obtaining the approval and recommendations from the concerned HODs. The duly completed form shall be submitted to the Library with Passport size photographs and Joining Letter (Office Memorandum). A user will collect the Library card from the Library.
3. Students and Trainees having less than one year tenure will not be entitled for Membership of the Library.
4. Entitlement of Library Cards will be as follows :

Sl.No	Designation	Number of Cards
1	Director	Three
2	Faculty	Three
3	SR(DM)/SR(MCH)/HR(HS)	Three
4	Ph D Students/	Three
5	EMO/Officers/Pool Officer	Three
6	Staff/Nursing Students/DHA Students	One

5. Users membership will expire on 31<sup>st</sup> December every year. Cards are to be submitted with Membership form for renewal. In case a user fails to renew his/her cards, the Library facilities may be suspended.
6. The timing of Issue and Return of the documents is only 8.00 am to 8.00 pm.
7. The library will be remain open from 8:00 AM to 8:00 PM on every Sunday but closed on Gazetted Holidays.
8. One Study materials of any type will be issued against each card.
9. Library materials borrowed must be returned on or before the due date. The normal issue period for books and journals is one week. After a week overdue charge will be imposed.
10. A book or journal can be Re-issued once for a period of 07 days.
11. Any document which is issued can be recalled back at any time.
12. No books or library materials may be brought out of the Library until the issued has been recorded. Unauthorized removal of library materials is regarded as a very serious offence.
13. All borrowers must settle any overdue loans before they are permitted to borrow again.

  
(Prof. S. K. Yachha)  
Chief Librarian

### Cyberspace rules :

1. Do not use the computers to do the following: non academic websites like Facebook, Playing Games and Music, etc.
2. Do not install or uninstall any program or service in any computer.
3. You are allowed to use the computer for a time allocated by the library staff. If need be you can be asked to give other's opportunity to use the computers.

### Overdue books :

1. Books must be returned by the due date or earlier if recalled by the Librarian. Failure to return a book by the due date specified will be treated as a late fine. The Library will endeavor to send overdue notices but will not be held responsible for non-delivery, under whatever circumstances.

A fine will be imposed on anyone returning an overdue book. The current rate is Rs. 10.00 per day.

### Loss and Damage :

Borrowers will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the Librarian to enable appropriate action to be taken. A borrower is allowed to replace the book lost or damaged by purchasing it himself/herself . All books replaced must be of the latest edition. If the book is one of a set or series they may be called upon to replace the whole set or series.

  
  
  
  
  
  
  
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Chief Librarian

**Visitors :**

1. Consultation facility is available for Research Scholars of other Universities /Institutions for a short period, with prior permission.
2. The Research Scholars should bring recommendation letter from Supervisor /Guide or letter from the concerned Department/Organization.
3. The visiting scholar should bring original and valid photo ID.

***Notes:***

The main purpose of these rules is to safeguard the common interest of all users and to enable the Library to carry out its functions efficiently. Failure to observe the rules can lead to disqualification.

  
  
  
  
  
  
  
**(Prof. S. K. Yachha)**  
Chief Librarian