



Rules and Regulations

Membership

- Only Deen Dayal Upadhyaya Gorakhpur University Students, Researchers, Faculty and Staff as registered members are allowed to use the Central Library.
- Members should produce their Library Membership card/University identity card at the entrance of the library.
- A duplicate Library Membership/ identity card will be issued by Proctor Office as per rules.
- The ex-faculty/staff members may be enrolled as a member against a security deposit of Rs. 3000/- (refundable) and registration fee of Rs. 500/- (non-refundable).

Visitors

- Consultation facility is available for Teachers/Research Scholars of other Universities/Institutions for a short period after producing letter of introduction from Supervisor/ Head of Department/ Institution.
- The visiting scholar should bring original and valid photo ID-Passport (Foreign Scholars), and University issued ID (Indian Scholars).

Circulation

- Identity Card/membership card is compulsory for getting access to the library.
- Students should produce their identity card/membership card while borrowing books.
- Readers are responsible for books issued against their names.
- Library reserves the right to recall any issued book even before the due date without assigning any reason and the borrower has to abide by the decision of the Librarian.
- The material such as rare books, theses, dissertations, loose issues of periodicals etc. marked for consultation shall not be issued.
- Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.
- Every student on entering the library shall sign in the gate register in token of his willingness to adhere to the rules.
- The issue counter will be closed half an hour before the normal closing hour of the library.
- Books issued for home must be returned on or before the due date.
- Books issued for reference in the library must be returned before leaving the library.
- Reference books, journals/periodicals, magazines/newspapers will not be issued for home reading.



- If a book is not returned to the library by any borrower on due date an overdue charge of Rs. 1/- (Rs. One) per day per book shall be levied and no further book(s) shall be issued until the overdue book is returned. Librarian may exempt the late fee depending upon the circumstances of delay on special case.
- If a book is lost by the borrower or the borrower fails to return the issued book(s), he/she shall be asked to replace it from the open market. If a book is not available in the open market, then the three times of the book cost mentioned in Accession register and Rs. 20.00 processing fee shall be charged from the borrower.
- The library membership may be suspended/cancelled at the discretion of the Librarian for any unwanted behavior of a member.

Reading Hall

- Members should produce their updated (current session) library card.
- Readers should not leave bags/books/copies on the table and cannot claim, capture and reserve seats for future use.
- The seats are to be used/occupied on the first come first served basis.
- Capturing/reserving seats for friends/future use is strictly prohibited. Other scholars may remove the bags and books if these are left unattended on the tables.
- Readers should not scribble on table tops or damage them.
- Readers should not talk or discuss as they may disturb other readers.

General Rules

- The library is open from 10:00 A.M. to 05:00 P.M. on all the working days.
- Reading Room is open from 08:00 A.M. to 08:00 P.M. every working day.
- Number of books allowed to various members:

Member	No. of Books	Days
Faculty	10	180
Staff	05	180
Research Scholars	05	30
PG Students	03	30
UG Students	02	30

- The users should enter their details (Name, Address, Class and Time of Entry) in the register and sign in the register kept at the entrance for the purpose on arrival and departure from the library.
- The member must show his/her identity card when demanded by the library staff and administration.



- Library membership card is non-transferable.
- Do not give your ID card/barcode to any other user; it is for your use only.
- Any visitor can use the library resources in the library premises with the permission of the Librarian.
- Strict decorum and discipline must be maintained in the library.
- Silence should be strictly maintained in the library. The users should put their mobile on silent mode/switched off during their library hours.
- Use of sound equipment like radios, Walkman, cell phones etc. is strictly prohibited in the library. If readers wish to keep them while using the library, it must be silent mode /switched off.
- Misbehavior or raging in the library is strictly prohibited.
- Smoking, eating, sleeping and talking loudly are strictly prohibited in the library.
- The users should not bring any expensive thing along with them in the library. In case of loss of such thing, library management will not be responsible for that.
- Readers must not take sticks, umbrellas, briefcases, boxes and other such articles into the library.
- Readers are requested to handle all Library property carefully to avoid damage to it and also not to disturb other readers/users.
- Users are responsible for all books issued to their identity card.
- Readers should not mark, underline, write, or tear pages or otherwise damage the library documents.
- Users should not rest or keep their feet on tables, chairs, shelves, etc.
- Students should not disturb the arrangements of the library furniture.
- Outsiders are not allowed in the library without the permission of the authority concerned.
- It is mandatory for all members who are using facilities to follow the library rules & regulations. For any dispute or problem, Librarian may be contacted.
- All members of the library team are available for any assistance you may need in using the library resources, facilities & services. Library will welcome any suggestion for better use of library facilities.
- Absolute discipline must be maintained. Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership.
- The Librarian, with the approval of the Hon'ble Vice Chancellor, reserves the right to add, delete, or modify any of these rules as and when necessary.



Cyber Library Rules

- Cyber Library is open from 10:00 A.M. to 05:00 P.M. on all the working days.
- Cyber Library is to be used for academic purposes only.
- Online Chatting in the Cyber Library is not allowed.
- Browsing of dating or social networking sites is strictly prohibited. Strict disciplinary action will be taken against the members.
- Members must carry their Library ID card while using the Cyber Library. They must show their ID card on demand.
- Changing the settings and display of the computers is not permitted.
- Playing games on computers is strictly prohibited in the entire library premises.
- Members must take care of their Pen drives, CD/DVD ROMs, Cell Phones, and Wallets etc.
- Use of laptops in the cubical systems where computers are already installed is not permitted.
- Users should not remove/unplug computer cables/connections network cables and other peripheral/accessories in the library.
- Personal keyboard, mouse, etc. are not allowed inside library.

University Librarian

Vice-Chancellor