



# कुमारभास्करवर्मसंस्कृत-पुरातनाध्ययनविश्वविद्यालयः KUMAR BHASKAR VARMA SANSKRIT AND ANCIENT STUDIES UNIVERSITY

নামাটি : নলবাৰী : অসম : ✨ NAMATI, NALBARI - 781337, ASSAM

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No. KBVS&ASU-16/Lib-1/2013/268

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## Library Rules:

### General Rules:

1. Entry to the university library is restricted only to the authorized members of the university with identity card. [Other users (outsides) can consult the library for research purposes after producing letter of introduction from Supervisor/Head Department or institution to the university librarian.]
2. Every user must sign the register available at the entrance.
3. Personal printed reading material e.g. books, journals, magazines, Xerox copies of printed materials etc. are not allowed inside the library.
4. Personal belongings like bags, umbrellas, personal books etc. are to be kept at property counter. Library reserves the right to check the contents of the items deposited at property counter.
5. Photography, smoking, sleeping, use of cell phone and talking loudly are strictly prohibited in the library.
6. Readers should not mark, underline, dog-earmark, write, tear pages or damage the library documents.
7. Dissertations/thesis cannot be xeroxed.
8. Strict silence and discipline must be maintained in the library.
9. Readers should not spit in any part of the library.
10. Newspapers and magazines must be read only in the library on specific tables and should not be taken to other reading areas.
11. No library material can be taken out from the library without permission.
12. Readers should not shelve books and periodicals as that disturb the prescribed order.
13. Publicity materials/wall writings etc. are not allowed in any part of the library building.
14. Anyone who violates the rules and regulations of the university would be liable to lose the privilege of library membership.

### Membership:

1. Library membership is open to faculty members, students, Research scholars, Non-teaching staff of the University (KBVS).[They can apply for membership on duly filled up prescribed membership form which is also available on the university website.]
2. Members should produce their identity card at the entrance of the university.
3. Whenever a member leaves/retires, he/she has to obtain a 'Clearance Certificate' from the library.

Circulations:

1. Circulation facility is restricted to university's members only.
2. Manuscript, Reference books, rare books, thesis, dissertations, journals, magazines, newspapers and non printed materials shall not be issued.
3. Books in demand may not be renewed.
4. Readers are responsible for books issued against their names.
5. 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.
6. 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 cost of book plus a fine of Rs-500/- per book shall be charged from the borrower.
7. Borrowed books would not be renewed, in case it is in demand by another user.
8. Librarian shall have the authority to recall book(s) on loan from the member(s) at any time.
9. If a book is not returned to the library by any borrower on due date an overdue charge of Rs-2/- per day per volume shall be issued until overdue books is returned.
10. Examination section of the university shall issue the Admit cards of the students only on producing "Clearance certificate" from the Departmental/Central library.
11. Library authority reserves the right to relax/impose certain specific conditions in special circumstances.

Yours Sincerely

(Dr. Hemendra Sarma)

Registrar

Kumar Bhaskar Varma Sanskrit

and Ancient Studies University

Nalbari, Assam,India