



# Bhartiya Skill Development University, Jaipur

## Knowledge Resource Center (Library) User Regulations

### 1 Title, Effective Date and Definitions

1.1 These Regulations shall be BSDU Knowledge Resource Center User Regulations and shall come into effect on Nov, 1 2017

1.2 For the purpose of these Regulations, unless specifically provided otherwise, reference to the following terms shall mean as follows:

University: - Bhartiya Skill Development University, Jaipur

School: - Schools of Bhartiya Skill Development University, Jaipur

Library: - Knowledge Resource Center (KRC), Bhartiya Skill Development University, Jaipur.

KRC Authority: - President of the University or Library Committee or any member of the KRC staff designated by them to implement these Rules.

Books: -subject to other provisions of these Regulations, shall include all types of KRC material.

### 2 Membership

2.1 The KRC services are open to registered members only. Guest visitors will be allowed only for short duration, and with prior approval. The following categories of people are eligible to enroll as members of the KRC.

	Category	Eligible Groups
a.	Undergraduate	Students of B. Voc., Diploma, Advance Diploma
b.	Graduate	Students of M. Voc. and other Masters courses
c.	Research Scholars	Registered Doctoral Research Scholars of BSDU
d.	Trainers	Research Associates, Teaching Assistants, Trainers and similar categories
e.	Staff	Non-executive staff of BSDU.
f.	Visitor	Participants/students of short term (2 weeks to 6 months) non degree programmes at the University. Short term users not affiliated to any University programme by paying the requisite membership fee.
g.	Visiting Faculty	Visiting Faculty on assignment less than one year
h.	RUJCT & other Group of JCF	RS India, ELECON, Woodcraft, RUFIL and other, after approval of concern Director or equivalent Authority or after paying requisite membership fee.
i.	Paid Corporate	Skill Industries, Skill Development Schools, and other corporate entities including nonprofit organizations located in the Jaipur nearby towns, which have paid the prescribed KRC Membership Fee.

2.2 If a person is eligible for more than one category he/she shall be enrolled in the category having higher borrowing privileges.

2.3 The University shall fix the membership fee to be charged for Paid category of memberships from time to time.

### 3. Borrowing Privileges

The following table provides borrowing privileges for various categories of members and various types of collections.

Member Category <sup>xx</sup>	Undergraduate Students (UG)			Graduate Students (PG)			Paid Individual & Honorary			Paid Corporate		
	M	D	F	M	D	F	M	D	F	M	D	F
Professional Books	1	20	2	2	30	2	2	90	2	1	30	2
Soft Skills/ Skill Development Books	2	20	2	3	30	2	3	90	2	2	30	2
Reference Books	0	0	0	0	0	0	0	0	0	0	0	0
Bound Volume Periodicals	1	7	10	1	7	10	1	7	10	0	0	0

(M) Maximums Item Allowed (D) Period of Loan (Days) (F) overdue charge per day after the due date

Member Category <sup>xx</sup>	Faculty & Visiting Faculty			Trainers			Associates & Research Scholars			Staff		
	M	D	F	M	D	F	M	D	F	M	D	F
Professional Books	2	90	0	2	90	0	2	90	2	1	90	0
Soft Skill/ Skill Development Books	3	90	0	3	90	0	3	90	2	2	90	0
Reference Books	0	0	0	0	0	0	0	0	0	0	0	0
Bound Volume Periodicals	1	7	10	1	7	10	1	7	10	0	0	0

3.1 For the above purpose, Refundable and Service Charge deposits for various categories are as follows: -

Category	Refundable Amount	Annual Service Charge
Visitor	2000.00	100.00
RUJCT& other Group of JCF	5000.00	100.00
Paid Individual & Honorary	10000.00	500.00
Paid Corporate/Institutional	20000.00	1000.00

Note: - The Total price of the book/s issued to deposit borrowers shall not be exceeding 75% of the amount of deposit.

#### 3.3 Non deposit users: -

Non-deposited user can use KRC for regular reference only and not for loan.

3.2 KRC authorities may allow more books or extend duration of loan in case of genuine requirement of the member.

3.3 Books borrowed from the KRC are for personal study and should not be used for any direct commercial purpose. Scanning or copying in any form is subject to copyright restrictions.

### 4. KRC Membership Card

4.1.1 For visiting the KRC and borrowing books, the members should possess a valid Photo Identity Card issues by the University or a Membership Card issued by the KRC.

4.1.2 Faculty, students and staff of the University automatically becomes members of the KRC by virtue of possessing University's photo identity card. People from outside the University may enroll themselves and obtain a KRC Card by producing a valid identification and introduction; and paying the requisite membership fee. The Membership form can be taken personally or it can be downloaded from KRC web page.

4.1.3 KRC Card is the property of the University and the members are required to surrender the same to the KRC at the time of leaving the University or conclusion of the programme.

- 4.1.4 University's Photo Identity Card or KRC Membership Card must be produced by the visitors to the KRC upon request by a member of the KRC staff.
- 4.1.5 Members should keep their KRC Membership Card safely. They are responsible for any material borrowed on their card. In the event of loss or theft of the KRC Card, the Members should immediately inform the User Services Executive at the KRC, for disabling the lost card. A duplicate card can be issued at the request of the member on payment of Rs. 50.00 at KRC.
- 4.1.6 University Photo Identity Card and KRC Card are not transferable, and must be used by the person to whom these are issued. Unauthorized use of these cards for borrowing material from the KRC or for any other purpose is illegal and shall attract disciplinary action.

## **5. Reserves**

- 5.1 To enable wider access to course related books, the KRC Authorities, upon request by a member of faculty, in the course of teaching a course, may put certain number of copies of a book and other useful material, but excluding Reference Material, on Reserve Shelf, for a period not exceeding one semester.
- 5.2 Books on Reserve Shelf, depending on the number of copies shall be available for exclusive use of the students and faculty of the said course, but for a shorter than normal loan period.

## **6. Due-Date for Return of Books and Consequences of Delay in Return**

- 6.1 All books borrowed from the KRC must be returned within the stipulated period. The KRC Authorities however, may recall any book before the due date.
- 6.2 Members who are moving out of station on leave, for project work or training or for any other work should arrange to return the books borrowed by them by the due date.
- 6.3 The KRC shall generally send reminders of overdue books from time to time by email, letter to the members or display the names of defaulters on the notice boards. However, non-receipt of such a reminder by a member shall not be accepted as a valid reason for delay in return of books.
- 6.4 Failure to return books in time will attract Overdue Charges (Fine). Borrowing privileges of the members having books overdue for more than 3 months shall be suspended until return of such books with overdue charges.

## **7. Loss and Damage to the Books Borrowed from the KRC**

- 7.1 Members should report the loss of KRC books borrowed by them immediately on discovery of such loss. Members will have an option to replace the book or pay the double price of the book.
- 7.2 In case of replacement of books, only the latest edition of the same imprint will be accepted. Indian/cheaper reprint of foreign publication will not be accepted as replacement.
- 7.3 If a member chooses to pay the price of the book, the current publisher catalogue price shall be charged. In case a lost book is out of print the double, the price as per KRC records will be charged. In case, price of a book received is gratis or its price is not known, the replacement price shall be determined by the KRC Authorities.
- 7.4 If the lost book is a volume or part of a multi volume set of which individual volumes cannot be purchased separately, such member shall have to pay the cost of the whole set. In such cases, the member will be allowed to claim the remaining parts or volumes of the set.
- 7.5 Members are required to keep the books borrowed from the KRC in good physical condition and not to mark or damage the books. Members should carefully check the books before borrowing for any deficiency and damage and get the same verified by the staff on duty. Members are liable to compensate the KRC for causing damage to the books, in the same way as lost books.
- 7.6 The loan period may be shortened by the librarian if the books are on special demand or rare books or less no. of copies. It may be two days to maximum allowed days.
- 7.7 Members are blocked from borrowing any new materials until overdue.
- 7.8 A book returned by a member shall not be re-issued on the same day.
- 7.9 Two books of the same title will not be issued to one member.
- 8.10 The Librarian reserves the right to recall any book from any member at any time.

8.11 Suggestion for a book/periodical and other KRC services is always welcome.

## **8. Knowledge Resource Center Hours**

The KRC will have the following timings:

❖ During Academic Session: Monday to Saturday 08:30 AM to 05:30 PM

The KRC shall remain closed on Sunday & Holidays.

## **9. Discipline, Security and Privacy**

9.1.1 All personal belongings should be kept outside the KRC at the designated place.

9.1.2 Own reading material cannot be brought in to the KRC, small notebooks can however be brought for taking notes. Books from one section should not be taken to another section without permission of the KRC staff.

9.2 Computer terminals are provided in the KRC for searching the Online Public Access catalogues, CDROM databases, or retrieving any other online information made available through KRC systems. Use of these terminals for any unauthorized purposes, changing or damaging the hardware/software settings, data; or any other unauthorized activity will attract punitive action.

9.3 Silence and order must at all times be maintained in and around the KRC. Smoking is not allowed inside the University Campus. Visitors are expected to maintain a decent and civilized behavior and mannerism.

9.4 KRC staff may ask any person who, in their opinion, has violated the Rules or whose presence will be detrimental to decorum and environment conducive to study, to leave the KRC premises. Repeated incidence of such behavior shall attract punitive action.

9.5 Theft and mutilation of the KRC books, damage or defacing of the KRC property, and indulging in unlawful activities, indecent or socially unacceptable behavior will be construed as serious misconduct and people indulging in, encouraging or abetting such activities; and in possession of unauthorized KRC books are liable for punitive action by the University authorities.

9.6 All the members of the BSDU Knowledge Resource Center have to abide by the rules and regulations issued by the Librarian from time to time.

9.7 Photography, sleeping, eating, smoking, chewing Pan/Gutkha, Chewing, gums, use of cell phone and talking loudly are strictly prohibited.

9.8 Readers should not mark, deface, mutilate, underline, dog-ear mark, write, tear pages, spoil or damage the KRC documents/materials. If anyone is found doing so, he/she will be charged with the full replacement cost of damaged material and may lead to suspension of KRC membership.

9.9 The KRC may be equipped with electronic surveillance devices such as CCTV cameras.

## **10. No dues Certificate: --**

10.1 Whenever a member leaves/retires or even before proceeding on a long leave he/she must obtain a "No Dues Certificate" from the KRC.

10.2 The 'No Dues Form' can be collected from University Reception counter or Knowledge Resource Center Service desk.

11. For any suggestion/complaints/enquiry, the members may contact the Librarian directly by mail or phone. They may also use of Knowledge Resource Center OPAC page.

Please contact us by mail [library@ruj-bsdu.in](mailto:library@ruj-bsdu.in) or [bhoop.singh@ruj-bsdu.in](mailto:bhoop.singh@ruj-bsdu.in)

You can contact by phone – 9461162817 or ext. 311

You can also contact by OPAC – <http://192.168.1.20/> by use your id and password.