



Shree Somnath Sanskrit University
Rajendra Bhuvan Road, Veraval-362 266, District-Junagadh. (Gujarat)
Ph.-02876-244533, Fax-02876-244417
www.shreesomnathsanskrituniversity.info
Library Email :- sssuni.library@gmail.com

University Library Rules and Regulations

1. Time

- a) The timing of the library will be as mentioned below.
 - I. From 10.30 a.m. to 06.10 p.m. from Monday to Saturday
 - II. For issuing books- 11.00 a.m. to 05.30 p.m.
- b) The library will be closed on the following days.
 - I. Holidays as declared by the state government
 - II. Every Sunday
 - III. Other leave days for administrative staffs of the University.

2. Rules regarding getting membership of the library

Following persons can get the library membership:

- 2.1 The books can be issued to the Honourable Vice Chancellor, members of E.C. and A.C. with the approval from Honourable Vice Chancellor
- 2.2 University Officers
- 2.3 Deans of the Faculties, Heads of the PG sections, permanent PG faculties.
- 2.4 The principal of the University constituent college and the permanent UG faculties.
- 2.5 The visiting faculties of the PG section and the constituent colleges.
- 2.6 The contractual faculties of PG and UG sections.
- 2.7 The principals of the affiliated colleges of the University.
- 2.8 Permanent non-teaching staffs of UG and PG sections
- 2.9 Temporary non-teaching staffs of UG and PG sections
- 2.10 UG and PG students (Regular course) on University campus
- 2.11 PGDCA students of the University
- 2.12 The students of Diploma/ Certificate course at University
- 2.13 The students registered for M.Phil. and Ph.D. in the University
- 2.14 Any person can get one type of all the types of memberships.

3. Reading Hall

3.1 Eligibility for admission

The students of U.G., P.G., PhD, Mphil, Diploma/certificate course and all the members can use the reading hall. An identity card will be issued to all the members. It is compulsory to carry with.

3.2 Library entry-register

It is suggested to all the entrants are requested to mark his or her entry into the entry register of the library.

(Signature)

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Modification (2017)-

All the entrants of the library are instructed that there are separate registers for the students and the University staffs. The entrant should mark his or her entry into the respective register.

3.3 Guest visitors

The person who is not a member of library also can use the library after getting consent from the librarian and can read the books from the library in the reading hall.

4. Issue section

4.1 Reference books, manuscripts, rare books, magazines, M.Phil. & Ph.D. theses, maps, various dictionaries etc. cannot be issued to take away from the library. But one can read them in the reading hall.

Modification (2017)-

Reference books, manuscripts, rare books, Encyclopedias and Cyclopedias, magazines, M.Phil. & Ph.D. theses, maps, various dictionaries etc. cannot be issued to take away from the library. But one can read them in the reading hall.

4.2 Triveni reference books (other than the books mentioned in 4.1) can be issued to only teachers.


4.3 The textbooks cannot be issued to the teachers.

Modification (2017)-

Any book has special Commentary / Vyakhya such books or textbooks can be issue by the teachers.

4.4 The books with label 'R' (for Reference) cannot be issued.

4.5 The books other than those mentioned in 4.1 can be issued in a definite number as per the category of the person as mentioned in the following table. The books are to be returned within the mentioned time limit. The students who return the books late will have to pay the fine of Rs. 1 per book per day.


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Type of membership	Description of Membership	Category	Number of books	Stipulated Time duration to return the books / Day	Penalty for lateness
A	Honourable Vice Chancellor		10	180	Nil
B	University Officers	University Officers	05	30	Rs.1/- per book per day from 31 st day
C	Heads of the PG section	Teaching (permanent)	20	180	Rs.1/- per book per day from 91 st day
D	Deans of the Faculties				
E	Principals of constituent colleges				
F	Permanent UG and PG faculties				
G	Visiting UG and PG faculties	Visiting/contractual UG and PG faculties	20	180	Rs.1/- per book per day from 91 st day
H	Contractual UG and PG – teaching staffs				
I	Principals of affiliated colleges	Principals of affiliated colleges	02	30	Rs.1/- per book per day from 31 st day
J	Permanent non-teaching staff of UG & PG section	Permanent non-teaching staff of UG & PG section	05	30	Rs.1/- per book per day from 31 st day

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K	Contractual non-teaching staff of UG & PG section of University & College	Contractual/temporary non-teaching staff	03	30	Rs.1/- per book per day from 31 st day
L	Temporary non-teaching staff of UG & PG section				
M	UG students	UG/PG students	04	15	Rs.1/- per book per day from 16 th day
N	PG students				
O	Students of Diploma on campus	Diploma students	02	15	Rs.1/- per book per day from 16 th day
P	Students of Certificate course on campus	Certificate students	02	15	Rs.1/- per book per day from 16 th day
Q	M.Phil. students (registered at University)	M.Phil. students	05	15	Rs.1/- per book per day from 16 th day
R	Ph.D. Students (registered at University)	Ph.D. Students	10	30	Rs.1/- per book per day from 16 th day

4.6 The decision of the Librarian will be final in case of issuing a book.

4.7 The time limit of retaining books can be decided by the librarian in any particular case. The librarian can make the borrower return the book earlier.

4.8 The borrower will have to check whether the book is in a good condition or not. He will have to inform the head of the issue section if the book he

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received is not in a good condition. If he fails to do so, he will be accountable for the bad condition of the book and he has to give a new copy of the book or pay the penalty fixed by the librarian.

4.9 If the borrower loses the book, he will have to return a new copy of the book. If the book is not available in the market or out of print, the borrower will have to pay the amount three times of the price of the books.

4.10 The borrower cannot take away the book from the library without signing the book card against the names of the books he borrowed.

4.11 The book will be given for temporary reading after noted it down. The borrower will have to return it before 5.00 pm to the library.

4.12 If a member requires the book which is issued to someone else, the book will be kept reserved for that member when it is returned. The student has to fill the reservation form. The member will have to borrow the book within four days. If he fails to do so, his request will be automatically cancelled.

5. Library deposit and caution money

- i. *The Honourable Vice Chancellor suggested to modify the rule no.5.0 by replacing the term 'library deposit and Caution money' by 'library fees'. Hence the amount charged from the students as library fees will be non-refundable and the fees under the head 'caution money' will be considered as library deposit and it will be refundable. This amount will be returned to the members as per the rule 5.1 to 5.4.*
- ii. *The amount under the heads of 'library fees' and 'caution money' will be charged from the students as per their level and program. The library fees will be charged from the students of bachelor program, post graduate program, diploma/certificate and PGDCA on annual basis. The caution money will be charged only once at the time of admission.*
- iii. *The students of M.Phil. and Ph.D. will have to pay the library fees every semester and the caution money only once at the time of admission in the course.*


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The persons will have to pay the amount indicated against their names as the library deposit and Caution Money.

Sr.no.	Level/program	Library fees (Rs.)	Caution money (Rs)
1	Bachelor	100	150
2	Post graduate	100	150
3	M.Phil.	200	500
4	Ph.D.	300	500
5	Diploma/certificate	100	150
6	PGDCA	100	500

- 5.1 A member will have to apply to get the deposit money back in a specified application form at any time from the time of the expiry of the membership to the completion of the study. The reader's tickets, admission card and the original receipts of the deposit and caution money are to be attached with the application form. The caution money will be sent by a cheque on the address mentioned in the application form. The deposit amount cannot be given in cash to a member in person.
- 5.2 If the member fails to apply to get the deposit/caution money within one year from the expiry of the membership or completion of the study, the deposit will be forfeited.
- 5.3 If the penalty amount for the late return of the books exceeds the deposit money, the caution money and the deposit amount will be forfeited. No book will be issued to such a member. If the member pays the fine, his membership will be resumed and books can be issued to him.
- 5.4 The amount of deposit will be returned to the member after the deduction of the due amount on him.


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6. Reader's Ticket

A member will be issued the reader's tickets in a number as per his category as mentioned in rule no. 4. A member will have to fill the details on the ticket, paste his passport photo, and put on the specimen of signature. The member will have to write his name in the Book Card at the time of issuing a book.


- 6.1 One book will be issued against one reader's ticket.
- 6.2 The reader's ticket can be used by the member only whom it is used. It is non-transferable.
- 6.3 If a reader's ticket is lost, a duplicate reader's ticket will be issued. The member will have to apply for that and pay Rs.20/- per ticket. The duplicate ticket will be issued after proper inquiry.
- 6.4 The member will be liable to return the book issued on his lost reader's card.
- 6.5 The membership will be offered for two years to PG students, and for three years to the UG students.
- 6.6 Library will issue a new library I-Card every year.

7. Fines for the late return of the books

If the member returns the book after the last date of return, all the members of B to R categories mentioned in rule 4.5 will have to pay the penalty of Rs. 1 per day per book.

8. Other general rules-

- 8.1 All the members will have to write the required details in the entry register at the time of his entering to the Library.
- 8.2 The students of UG and PG are not allowed in the library when their classes are going on.
- 8.3 The bags and belongings are to be kept on the rack near the gate of the library. The students are advised not to keep costly items like mobile, calculator, cash, purse, wallet, etc. The library staffs are not accountable for any loss or damage.
- 8.4 No any kind of inscription, graffiti, notes or scratches are allowed on the valuable items like books, micro-films, photocopies, loose bindings,


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books without biding, manuscripts etc. The reader should not fold the pages or damage to these items. Tracing is not allowed.

8.5 If a reader finds that the reading material is torn or damaged, he will have to inform the head of the issue section or the librarian. He will have to pay the penalty, if the damage is found lately.

8.6 A reader is not allowed to copy the manuscript without the permission of the Library. The tracing of the pictures and sketches from the books is strictly forbidden. It is the reader's responsibility to return the book intact and undamaged. If a reader damages the property of the library or loses a book, he will have to buy a new copy for the library or pay the amount three times of the price of the book. If the book is rare, the reader will have to pay the amount determined by the librarian or the library committee.

8.7 The readers are not allowed to talk or discuss in the reading hall. Silence is to be maintained. One cannot disturb other readers. A reader is not allowed to consume tobacco or any other intoxicating substance. Edible items are not allowed inside the library. The cell-phones are to be switched to the silent mode, and conversation on mobile phone is not allowed inside the library.

8.8 If a reader violates the rules of the library, or uses vulgar language or behaves ill mannered, his membership will be suspended or cancelled with immediate effect. In case of serious offences, the library committee will decide the actions against the member.

9. Newspapers and Magazines

9.1 The newspapers are arranged as per their names on the racks near the main gate of the new Shaikshnik Bhavan. A reader will have to read them without taking off the rack.

9.2 Magazines and journals cannot be taken away outside the library, but the readers will have to read them inside the library.

9.3 A reader will have place the magazine at its fixed position after reading it.

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10. No Dues Certificate

(A certificate that states that there is nothing due against the reader to pay or submit to the library)

10.1 All the deans of the faculties, heads of the departments, principals of the affiliated colleges and the heads of the institutes recognized by the university and the registrar of the university should inform the library when an employee under him leaves the job. The employee will have to get the No Dues Certificate stating that there is nothing due against that employee to pay or submit to the library.

10.2 If a teacher or an employee leaves his or her job without apprising the head of the institute, they will have to recover the amount due against him to pay to the library.

10.3 If a student leaves the university without returning a book of library or paying a due on him, his mark sheet will be withheld and the migration certificate will not be issued to him. The due amount will be recovered from his library deposit or hostel deposit or caution money etc.

10.4 The warden of the hostel will have to confirm that the student who has applied to get back the hostel deposit has got the No Dues Certificate from the library.

10.5 The PG section/examination department/ account section will have to confirm that the student who has applied for the caution money or migration certificate has got the No Dues Certificate from the library.

11. The rules regarding the use of M.Phil. and Ph.D. theses and dissertations

11.1 The theses and dissertations cannot be taken away outside the library, but they can be read inside the library.

11.2 The photocopies from the writings of the theses and dissertations are allowed. The reader will have to pay Rs.2/- per page.

12. Students can get the Xerox copies of the content from any book as per the copyright rules. This facility can be available in the library only on a stipulated day and time of the week.

12.1 The charge for photocopy will be Rs.1/- per page, Rs. 2/- for both the front and back side of the page. The students and staffs can avail this facility.



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12.2 The students can get facility of getting print of the material on internet. The charge will be Rs. 5/- per page.

13. The visitors/students now can be benefitted by the amenity of a small digital lab. The students can avail this facility. The rules regarding the use of digital lab are as following.

13.1 Only one student can work on one computer.

13.2 The student will have to note down in the register about the sites he or she will visit and the reasons for it.

13.3 A student can use the internet for maximum one hour.

13.4 The computers can be used for searching the books from library database SOUL by OPAC.

13.5 The students can use the digital library.

13.6 The students can use these computers for online applications for competitive exams, NET/SLET exams and any other jobs.

13.7 The students cannot surf the social sites or any other sites forbidden by the government.

13.8 The students cannot use their pen drives or any other digital gadgets.

13.9 If, a student wants to get a print of any application form, he or she will have to inform the library staff, and pay Rs.5/- per page.

13.10 If, a student wants to download any content, he will be given a CD or DVD from the library at the charge of Rs. 15 and Rs 25 respectively. But the student cannot use his or her own pen drive, CD, DVD or external memory drive.

Note:

- i. The copy of the library rules is available at the book issue section.
- ii. It is the member's responsibility to be aware of the library rules.


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