

LIBRARY ACCESS AND CONDUCT RULES

Introduction:

In alignment with the University of Kashmir's commitment to fostering an intellectually stimulating environment and promoting excellence in teaching, research, and extension activities, Allama Iqbal Library proposes the establishment of a comprehensive "**Library Access and Conduct Rules.**" These rules aim to uphold academic freedom, diversity, and harmony by ensuring access to information resources and services comparable to leading global academic libraries.

Objective:

To create a secure, pleasant, and disruption-free environment, all library users are required to adhere to the Library Access and Conduct Rules. These rules comprise a set of principles that are integral to maintaining an atmosphere conducive to focused study and research.

Key Rules:

1. General Conduct:

1.1. Mutual Respect: All library users must treat library staff and fellow users with mutual respect and courtesy. Adherence to staff instructions is essential to ensure a safe environment. Failure to comply may result in the suspension of membership privileges.

1.2. Disruptive Behavior: Loud talking, excessive noise, and disruptive use of technological devices are strictly prohibited to maintain a peaceful atmosphere for all users.

1.3. Unauthorized Activities: Selling goods or services, requesting donations, conducting surveys, distributing flyers, displaying pamphlets, signs, leaflets, or posters, and similar activities are not permitted within library premises without formal authorization/permission of the Librarian.

1.4. Lawful Conduct: Using obscene or abusive language or gestures and engaging in unlawful or immoral behavior within and around the library premises is strictly prohibited.

1.5. Library Space: In the library premises, especially reading rooms, users should not leave personal items on the desk to indicate that the space is occupied. Monopolizing library space, equipment, or outlets to restrict others is strictly prohibited. The unattended items left to occupy seats will be taken into custody, and a fine of **Rs. 200/-** shall be levied to return the items at first instance. The members who will repeat the practice shall be barred from the library membership.

1.6. Membership Card: Entry into the library requires a valid library membership card which is non-transferable. Users must not lend their membership cards to any other person to use library facilities and services including borrowing books from the library. A user, who finds his/her membership card is lost or stolen, should immediately report the Officer In-charge, Circulation section of the library, otherwise, he/ she shall be responsible for any kind of misuse of his/her card including borrowing library books.

1.7. Fair Access: Concealing books or other information sources for exclusive use is not allowed. The Librarian may recall any book from any member at any time and the member shall return the same immediately.

1.8. Library Timing: The working hours of the library are as follows except 24x7 Library Reading Hall which remains open round the clock.

Summers:

- ***Monday – Friday: 08.30 A.M to 07.00 P. M***
- ***Saturdays/Sundays/Holidays: 10.00 A.M to 04.00 P.M***

Winters:

- ***Monday – Friday: 09.30 A.M to 05.30 P. M***
- ***Saturdays/Sundays/Holidays: 10.00 A.M to 04.00 P.M***

Users must exit the library building at least 10 minutes before the official closing time and produce the books and other materials that are being taken out of the library for scrutiny to the staff at the Reception Counter of the library.

2. Library Materials and Facilities:

2.1. Respectful Handling: Library materials should be treated with care, and any damage must be immediately reported to the library staff. When books are issued, users should check the pages of the issued book/s and if pages are found missing, they should immediately report the same to the Circulation Section before leaving the library. On returning the books, if pages are found missing, then the borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.

2.2. Proper Check-Out: Borrowing library items without proper authorization or checking them out is strictly prohibited.

2.3. Property Care: Writing, underlining, or highlighting on library materials and defacing, damaging, or destroying library property is strictly prohibited. Defacement of library walls, furniture, or any property is strictly prohibited. Users should keep the library neat and clean and never resort to spitting and littering in the library.

2.4. Personal Belongings: Personal belongings should be kept at the ***Belongings Counter*** of the Allama Iqbal Library. Cash and other valuable personal possessions should not be left in bags/ belongings. The library shall bear no responsibility in case of damage or theft of any item/s.

3. Accessibility and Use:

3.1. Academic Use: Browsing centers are solely intended for academic research, educational purposes, and accessing information.

3.2. Content Restrictions: Users must refrain from accessing inappropriate, illegal or illicit content in the library premises. Reading, writing, seeing, listening, watching or sharing sexual/pornographic content/material is strictly prohibited.

3.3. Information Sources: Users shall access subscribed, open access and free search portals/ tools only. Use of Black/Dark websites like Sci-Hub is not allowed in the library. Unauthorized use of copyrighted material like uploading or sharing it on social networks/repositories/ academic networks is strictly prohibited.

3.4. No Documentation: Library computer systems should not be used for personal documentation or storage.

4. Noise Level:

4.1. Silent Study Areas: Complete silence must be maintained in designated silent study areas intended for individual study.

4.2. Group Study Spaces: Group study and discussion spaces are available for collaborative work at designated places. However, users should maintain sound levels that do not disturb others.

4.3. Noise Consideration: Users must keep noise levels low in areas other than designated silent study spaces to ensure a disturbance-free environment.

4.4. Cell Phone Courtesy: Upon entering the library, users are required to switch their cell phones to silent mode. Phone calls should be taken outside the library building.

4.5. Audio Devices: While using electronic devices (computers, laptops, Tabs, etc.) for audio, headphones must be used to avoid disturbing others.

5. Restrictions/Prohibitions

5.1. Prohibition of Food: Consumption of food, eatables, and beverages, except drinking water, is strictly prohibited within the library.

5.2. No Smoking: Smoking, chewing, and using other tobacco products, including vaping e-cigarettes and other addictive inhalants are strictly prohibited within the library and around the building.

5.3. Animals and Pets: Animals and pets are not allowed within the library.

5.4. Prohibited Items: Users are strictly prohibited from carrying combustibles, explosives, matchsticks, lighters, weapons, or hazardous substances/items into the library building.

6. Personal Conduct:

6.1. Prohibition of Violence: Any form of physical violence, harassment, threats, or disruptive behavior towards library staff or users is strictly prohibited. Engaging in any activity that violates National, State, Union Territory, Local or other legal laws or library rules is strictly prohibited.

6.2. No Obstruction: Obstruction, intentional or otherwise, of library services or academic activities is not allowed. Obstructing aisles, stairways, or reading areas with personal belongings is also not allowed.

6.3. Soft Skills: Users must maintain discipline and be considerate of others studying in the library. Users must respectfully interact with fellow library users and refrain from loud conversations.

7. Emergency Procedures:

7.1. Emergency Cooperation: In the event of an emergency, library users must cooperate with library staff and emergency personnel and adhere to evacuation procedures/guidelines issued by the National Disaster Management Authority (NDMA), GOI/Jammu & Kashmir State Disaster Management Authority.

7.2. Evacuation procedure: In case of any disaster like earthquake or fire, users must not use elevator and shall stay away from book racks, glass windows or other heavy objects and shall evacuate the library immediately.

8. Compliance and Disciplinary Actions:

8.1. Enforcement and Disciplinary Actions: Use of the library is conditional on observance of the rules. Failure to comply with the Library Access and Conduct Rules may lead to warnings, temporary suspension of library privileges, cancellation of library membership, or other appropriate disciplinary actions, as deemed fit by the library and

the authorities. The severity of action will be determined based on the nature and frequency of the offence.

By embracing the Library Access and Conduct Rules, users contribute to fostering a respectful and productive academic environment for all. Users cooperation is crucial in maintaining a conducive atmosphere that supports scholarly endeavors.

Note: Any Other library may implement these Library Access and Conduct Rules only after obtaining prior written permission from the Librarian, Allama Iqbal Library. Any implementation without such authorization will be considered unauthorized.