



ALLAMA IQBAL LIBRARY

University of Kashmir

(NAAC Accredited "A" Grade University)

University Campus Hazratbal Srinagar, Kashmir, J&K- 190006

Library Rules and Regulations

1. Access to the Allama Iqbal Library is restricted to teaching and non-teaching staff, students and scholars of the University who are in possession of a current valid identification card issued by Library. The card must be used only by the member to whom it is issued.
2. It is necessary to maintain silence inside the library. Members are, therefore, reminded that conversation or demonstrative greeting of friends inside the library is not permissible.
3. Library users are expected not to act in any way which disturbs the reading or study of other users or which also interferes in the proper functioning of the library.
4. Use of mobile phones in the Library is prohibited. Phones should be either switched off, or set on silent mode.
5. Smoking and use of beverages is strictly prohibited inside the Library.
6. Combustibles, explosives, and corrosive chemicals are not allowed inside the Library.
7. The users should deposit their personal belongings at the belonging counter of Library. For reasons of security 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 personal property.
8. The consumption of food and other eatables is not permitted inside the Library.
9. Users should keep the Library neat and clean. Spitting or littering is not permitted in the Library.
10. Users should take care of the library resources and facilities. Vandalism is strictly prohibited. Advertising and distributing leaflets are not permitted.
11. In the reading rooms, a user should not leave personal articles on the desk



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to indicate that the seat is occupied by him /her. The Library has no responsibility in case of damage or theft of personal property.

12. When Books are issued, reader should check the pages of the issued books and if pages are found missing, they should report the same to the Section In-Charge 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.
13. Readers are required to handle books/ reading material/ other electronic gadgets carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously.
14. Notices, publicity material, wall writings etc. are not allowed in any part of the library building, except with the permission of the Librarian at suitable display boards.
15. The users should produce the books and other materials, which are being taken out of the library, for scrutiny to the staff at the reception counter of the Library.
16. The users should check their library membership account before they leave the library to ensure the book(s) is/are returned/issued, properly.
17. A user who finds his/ her library card missing should contact Assistant Librarian (Circulation) immediately to report the loss. He/She shall be responsible for materials borrowed against the lost card.
18. On reporting the loss of card, the user may apply for a new card, he/she is required to pay Rs. 150 for the re-issuing service.
19. In order to prevent borrowers from keeping Library books with them beyond due date, the fine charged is "Rs.1/- per day for first 10 days after the due date and beyond 10 days, Rs. 2/- per day."
20. In case a borrower loses a book he/she should replace the book. In case the book cannot be replaced, five times recorded cost for Indian edition/publication shall be recovered and for foreign publications the recorded cost with current conversion rates plus 20% fine will be charged.



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21. In case, a single volume of a multi-volume set is lost, the user has to pay for all the volumes.
22. Reference Sources, Newspapers, Journals and magazines should not be taken outside the Library.
23. Membership card is non transferable and users must not lend their membership card to any other person to borrow books from the Library. Library facilities will be withdrawn for misusing of library cards.
24. The Librarian may recall any book from any member at any time and the member shall return the same immediately.
25. Use of the Library is conditional on observance of the Rules and Regulations.

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Hazratbal Srinagar

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