

O. P. Jindal Global University

Global Library Users Regulations

1 Title, Effective Date and Definitions

1.1 These Regulations shall be called Global Library Users Regulations and shall come into effect on September 1, 2009

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

University; O. P. Jindal Global University

School; Schools of O. P. Jindal Global University

Library; Global Library of O. P. Jindal Global University.

Library Authority; Director of Library or any member of the Library staff designated by him to implement these Rules.

Books; subject to other provisions of these Regulations, shall include other types of Library material.

2 Membership

2.1 The Library 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 Library.

Category	Eligible Groups
Undergraduate	Students of B.A., LL.B. (5 Years) and LL.B. (3 years) courses
Graduate	Students of LL.M. and other Masters courses
Research Scholars	Registered Doctoral Research Scholars of JGU
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.
Faculty	Regular Teaching staff and equivalent academic and administrative officials
Associates	Research associates, Teaching assistants and similar categories
Visiting Faculty	Visiting Faculty on assignment less than one year
Staff	Non executive staff of JGU.
Staff Family	Family members of staff of JGU of 14 years plus age
Honorary	Individual membership offered to distinguished persons on a complimentary basis by the Dean JGLS
Paid Individual	Independent legal practitioners residing in the National Capital Region of Delhi and nearby towns, and who have paid the prescribed Library Membership Fee

Paid Corporate	Corporate Law Firms and other corporate entities including non profit organizations located in the National Capital Region of Delhi and nearby towns, which have paid the prescribed Library Membership Fee
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- 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→	Undergraduate Students			Graduate Students			Paid Individual & Honorary			Paid Corporate		
	E	P	F	E	P	F	E	P	F	E	P	F
Professional Books	3	30	1	5	30	1	5	30	1	10	30	1
Light Reading & Soft Skill Books	2	30	1	2	30	1	5	30	1	10	30	1
Reference Books	0			0			0			0		
Current Periodicals and Law Reports	0			0			0			0		
Law Reports and Journals (Bound volumes)	0			0			0			0		
CDS/DVDs	1	7	10	1	7	5	2	7	10	5	7	10
Bare Acts, Short Loan/Reserve Items	1	3	10	1	3	5	0			0		

Member Category →	Faculty & Visiting Faculty			Associates & Research Scholars			Staff			Staff Family Members		
	E	P	F	E	P	F	E	P	F	E	P	F
Professional Books	10	60	0	7	60	0	3	30	1	0		
Light Reading Books	5	30	1	5	30	1	2	30	1	2	3	1
Reference Books	2	1	5	2	1	5	0					
Current Periodicals and Law Reports	2	7	5	2	7	5	0					
Law Reports and Journals (Bound volumes)	2	7	5	2	7	5	0					
CDS/DVDs	2	7	5	2	7	5	2	7	5	2	7	5
Bare Acts, Short Loan/Reserve Items	2	3	5	2	3	5	0					

E=Maximum Items Allowed P= Period of Loan F=Overdue charges rate rupees per day after the due date

- 3.1 Library authorities may allow more books or extend duration of loan in case of genuine requirement of the member.
- 3.2 Books borrowed from the Library 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 Library Card

- 4.1.1 For visiting the Library and borrowing books, the members should possess a valid photo identity card issues by the University or a Library Card issued by the Library.
- 4.1.2 Faculty, students and staff of the University automatically becomes members of the Library by virtue of possessing University's photo identity card. People from outside the University may enroll themselves and obtain a Library Card by producing a valid identification and introduction; and paying the requisite membership fee.
- 4.1.3 Library Card is the property of the University and the Members are required to surrender the same to the Library at the time of leaving the University or conclusion of the programme.
- 4.1.4 University's Photo Identity Card or Library Card must be produced by the visitors to the Library upon request by a member of the Library staff.
- 4.1.5 Members should keep their Library Card safely. They are responsible for any material borrowed on their card. In the event of loss or theft of the Library Card, the Members should immediately inform the User Services Executive at the Library, for disabling the lost card. A duplicate card can be issued at the request of the member, on payment of the requisite fee.
- 4.1.6 University Photo Identity Card or Library 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 Library or any other purpose is illegal and shall attract disciplinary action.

5 Reserves

- 5.1 To enable wider access to course related books, the Library 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 library 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 On-Hold Requests

- 6.1 If a particular book required by a member has already been lent to another members, such member may request the same to be kept on-hold on return by the previous member. Books having a pending on-hold request shall not be renewed to the previous borrower.
- 6.2 A member can have maximum 5 on-hold requests at any time.
- 6.3 On return of the on-hold requested books by the previous borrower, such books shall be kept on-hold for a period of 7 days, after which the books will be shelved in the regular shelf.
- 6.4 Library authorities may fix a nominal fee for this service for some category of members.
- 6.5 No member shall be allowed to have more than 5 books reserved at any time.

7 Due-Date For Return Of Books And Consequences Of Delay In Return

- 7.1 All books borrowed from the Library must be returned within the stipulated due date. The Library Authorities however, may recall any book before the due date.
- 7.2 Members who are moving out of station on leave, for project work or for any other work should arrange to return the books borrowed by them by the Due Date.
- 7.3 The Library 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.
- 7.4 Failure to return books in time will attract Overdue Charges (Fine) as mentioned in the table above. Borrowing privileges of the members having books overdue more than 3 months shall be suspended until return of such books.

8 Loss and Damage to the Books Borrowed from the Library

- 8.1 Members should report the loss of library books borrowed by them immediately on discovery of such loss. Members will have an option to replace the book or pay the price of the book.
- 8.2 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.
- 8.3 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 library 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 Library Authorities.
- 8.4 If the lost book is a volume or part of a multi volume set of which individual volumes can not be purchased separately, such member shall have to pay the cost of whole set. *In such cases, the member will be allowed to claim the remaining parts or volumes of the set.*
- 8.5 Members are required to keep the books borrowed from the Library 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 Library for causing damage to the books, in the same way as lost books.

9 Library Hours

The Library will have the following timings:

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| • During Academic Session: | Monday to Saturday: | 0900 HRS to 2400 HRS. |
| | Sunday | 0900 HRS to 1730 HRS |
| • During Examinations | Monday to Saturday | 0900 HRS to 0400 HRS |
| | Sunday | 0900 HRS to 2400 HRS |
| • During Vacations: | Monday to Friday | 0900 HRS to 1730 HRS |

Certain Sections will have restricted entry after 1730 HRS. Staff operated services will close at 2200 HRS. from Monday to Saturday; and at 1700 HRS on Sunday.

The Library shall remain closed on National Holidays.

10 Discipline, Security and Privacy

- 10.1.1 All personal belongings should be kept outside the Library at the designated place.

- 10.1.2 Own reading material can not be brought in to the Library, except designated area such as Free Reading Halls. Small notebooks can however be brought for taking notes. Books from one section should not be taken to another section without permission of the Library staff.
- 10.2 Computer terminals are provided in the Library for searching the Online Public Access catalogues, CDROM databases, or retrieving any other online information made available through Library 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.
- 10.3 Silence and order must at all times be maintained in and around the Library. Smoking is not allowed inside the University Campus. Visitors are expected to maintain a decent and civilized behaviour and mannerism.
- 10.4 Library staffs 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 Library premises. Repeated incidence of such behaviour shall attract punitive action.
- 10.5 Theft and mutilation of the library books, damage or defacing of the library property, and indulging in unlawful activities, indecent or socially unacceptable behaviour will be construed as serious misconduct and people indulging in, encouraging or abating such activities; and in possession of unauthorized library books are liable for punitive action by the University authorities.
- 10.6 The Library may be equipped with electronic surveillance devices such as CCTV cameras.