



Bihar Sports University, Rajgir

(A State University under Govt. of Bihar)

University Library Rules & Regulations

A. General Rules

1. Entry is restricted to authorized members of the Library with a valid identity card. An identity card is mandatory for entry.
2. Bags, briefcases, parcels, and food items are not allowed inside. Laptops may be permitted. All belongings must be deposited at the security counter. Do not leave valuables at the counter; the library is not responsible for any loss.
3. Strictly prohibited in the Library: Photography, sleeping, using mobile phones, and talking loudly. Silence and discipline must be maintained at all times.
4. Readers should not mark, cut, deface, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resources as per the library policy. Books borrowed should be protected from RAIN, DUST, INSECTS, ETC..
5. Newspapers and magazines should only be read on designated tables. Do not move reading materials to other areas.
6. No material should be taken out without permission.
7. Do not re-shelve books; leave them on tables to avoid misplacement.
8. Cooperate with security personnel during checking/leaving.
9. Violators may lose library privileges.
10. Before registering for a new semester, all dues (including books) must be cleared.
11. The Librarian may recall books at any time.
12. A 'No Dues Certificate' is required from the library upon resignation or retirement from the University.
13. Users may borrow materials up to 30 minutes before closing.

B. Borrowing Rules

14. Books are issued only upon showing the identity card.
15. Borrowed books must not be lent to others.
16. Books in high demand or reserved by others cannot be renewed.
17. Borrowers are responsible for items issued in their name.
18. Check the book's condition before borrowing. Report damage immediately to the Circulation-In-Charge and get signature at damaged pages. Failure to do so will hold the borrower liable.
19. If a book is lost, the borrower must replace it.
20. All dues, including overdue fines or lost books, must be cleared within the academic year.

C. Replacement of Lost/Damaged Books

21. Must provide the same or latest edition of the book. Admissible fine and processing fees apply.
22. A photocopy of a book shall not be accepted instead of a hardcover edition.

D. Library Fine Policy

23. An overdue fine of Rs. 5/- per day will be charged against the late submission of the resources issued by patrons of the library. The due date of the resources will be stamped on the issue slip attached on the last page of the respective resource while issuing it. Patrons need to either return or renew the resource issued by them before the due date in order to avoid any overdue charges
24. Return or renew books before the due date to avoid overdue charges.

D. Check out Limits

25. Faculty: 3 Books for 15 days with one-time renewal facility.
26. Officer and Staff: 3 books for 15 days with one-time renewal facility.
27. Student: 2 books for 15 days with one-time renewal facility.
28. Internship Students: 2 books for 05 days with one-time renewal facility.