

১৫ নভেম্বর ২০০৮ অনুষ্ঠিত রিজেন্ট বোর্ডের ৬ষ্ঠ সভায় অনুমোদিত 'নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়ের লাইব্রেরী নীতিমালা'ঃ (Library Rules of Noakhali Science and Technology University as Approved in the Meeting of Regent Board on 15 November 2008)

Section 1: Definitions: For the purpose of these rules.

- (i) “Authority” shall mean the Vice-Chancellor of the Noakhali Science and Technology University to take appropriate measures in dealing with affairs of the library. He may refer it to the appropriate body as and when deems fit.
- (ii) “University” Shall mean the Noakhali Science and Technology University.
- (iii) “Library” shall mean the Noakhali Science and Technology University Library (including its all components).
- (iv) “Library Materials” shall mean books, periodicals, educational aids and other reading materials of the library.
- (v) “Property” shall mean the movable and immovable properties of the library.
- (vi) “Volume” shall mean each of books, periodicals, journals and other reading materials.
- (vii) “Library hours” shall mean the period of each day of the week during which operation of the library for issue and return of books, reader service, etc., use of reading rooms and other facilities will take place.
- (viii) “Teachers, students, officers and staff” shall mean teachers, students, officers and staff of the Noakhali Science and Technology University.
- (ix) “Guarantor” shall mean any authority acceptable to the Librarian to ensure recovery of loss or damage of library materials, if so occurred.
- (x) “Reader” shall mean the regular members of the library from among teachers, students, officers and staff of the Noakhali Science and Technology University
- (xi) “Due date” shall mean the date by which a borrower shall be required to return to the library any volume issued to him on loan, either (a) on expiry of the period for which he was entitled to retain the volume or (b) being asked to do so by the librarian.

- (xii) “Delay fines” shall mean the fines to be realized from the members of the library for over-due volumes.
- (xiii) “Rent” shall mean the rent to be collected for textbooks to be issued to the students for one academic semester.

Section 2 : The use of the library shall be subject to rules made by the University Regent Board on recommendation of the library Committee and the Academic Council.

Section 3: Library Committee.

(a) Library Committee shall consist of the following :

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| (i) Vice-Chancellor | Chairman |
| (ii) Treasurer | Member |
| (iii) All Deans of Faculties | Member |
| (iv) Two Chairmen from two different departments
nominated by the Vice-Chancellor for two years | Member |
| (v) Director (Planing, Development and Works) | Member |
| (vi) Director (Student Counseling and Guidance) | Member |
| (vii) Three faculty members nominated by the Academic
Council for two years from among the Professor, Associate Professor
and Assistant Professor in order of seniority. | Member |
| (viii) Librarian | Member-Secretary |

(b) Quorum :

The quorum for the meetings of the library Committee shall be 50% of the total number of existing members, fractions being counted as one.

(c) Jurisdiction of the library Committee :

- (i) Planning , organization and administration;
- (ii) Acquisition policy, methods and procedures;

- (iii) Preparation of Budget for the library;
- (iv) Framing rules for library use;
- (v) Evaluation of library service and suggestions for improvement.

Section 4 : The library shall be open to all members of the teaching staff, students, officers and other members of the University and use the library during hours as specified in this rule.

Section 5: (i) Before entering the library the readers shall handover their personal books, sticks, umbrellas, parcels, opened or closed bags, attaches, portfolios, brief cases, newspapers and loose garments etc. to the library attendant at the checking counter against numbered tokens.

(ii) Bags and attaches are to be deposited retaining valuable materials like money, golden ornaments and mobile telephone set, if any, with the entrants, otherwise workers will not be responsible for losses of such valuable articles.

(iii) Deposited materials will have to be collected from the checking counter returning respective tokens atleast before 15 minutes of the closing of the library on the same day. Library staff shall not ordinarily be responsible for safety of the articles if not collected on the same day.

(iv) Gate pass for checked out library materials shall have to be deposited to the library attendant at the gate while leaving the library. Library staff may check the readers thoroughly within the library premise or at the gate, if required.

(v) Books issued for study in the respective reading room shall not be removed elsewhere without specific written permission.

Section 6: Library hours.

(a) General Reading Rooms shall (provisionally) be kept open during the following hours while the University is in session.

- (i) Sunday to Thursday: 9.00 a. m. to 8.00 p. m.
- (ii) During vacations : 9.00 a. m. to 5.00 p. m.
- (iii) During Saturday : 9.00 a. m. to 2.00 p. m.
- (iv) during the NSTU holidays the library will remain closed.

(It can be changed according need)

- (b) If library use justifies and change in the hours mentioned at (a) above such change shall be recommended by the librarian to the Vice-Chancellor who may approve it, if thought fit.
- (c) The librarian may close the general reading room or suspend issuing of books any time during the day through a notice to be published on the library Notice Board when circumstances justify it, particulars of every such case shall be reported to the Vice-Chancellor.
- (d) No books shall be issued to the users after 1.30 p. m. during Saturday and after 5.00 p. m. on all other working days.

Section 7: Entrance into the Book Stack area.

Any students shall not be allowed to the stack area. Only teachers, Officers and Research Workers (including Ms students) are allowed to the stack area.

Section 8: If any reader walks out of the library with any library property or is found to be mutilating or tampering with library materials penalties as under shall be imposed. He/She shall be required to make good the loss, and shall be fined a maximum of Tk.2000/- and / or shall be debarred from all kinds of library facilities (borrowing facilities, reading room facilities, etc.). The matters as above shall be processed through the library Committee.

Section 9 : Loud voice(including mobile phone), gossiping, eating, smoking, use of safety matches and lighters in the library are prohibited.

Section 10 : All library users are required to maintain a quiet atmosphere in the library and co-operate with library administration by abiding by library rules. Library privileges may be denied to persons who behave otherwise.

Section 11 : (a) Encyclopedias, dictionaries and other reference materials shall not, as a rule, be loaned out of the library but these may be consulted in the library. Teachers may, however, draw reference books from the library only when there are special needs for taking them out, but in any event these must be returned within 24 hours of issue.

(b) Reserved/ confined books shall not be lent out. Teachers may, however, draw reserved books for a specific period on recommendation from the respective Head of Departments.

(c) Manuscripts shall not be lent out of the library without the special permission of the Chairman of the Library Committee.

Section 12 : Borrowers and readers are expected to check defects in any books issued to them and immediately call the attention of the library official on duty to any such defect. Borrower shall be held responsible for any damage detected at the time of return and he/she shall be required to make good the loss.

Section 13 : (a) In case a volume or any other library materials is lost or damaged while on loan, the borrower shall be held responsible and he/ she shall be required to replace the volume within one month from the date of report of missing or pay double amount of the current price of this volume or library materials as determined by the librarian. If the matter is not settled within the stipulated period, delay fines shall be charged as per section 22 and till the matter is finally settled.

(b) In case a volume or any other library material is mutilated or disfigured while on loan, the borrower shall be held responsible and in such cases, he / she shall be required to make good the loss and shall be debarred from borrowing any further books from the library. In case a heavier penalty is considered the matter may be referred to the library Committee.

Section 14 : Breaches of library discipline other than those covered in these rules shall be dealt with by the Vice-Chancellor on written report from the Librarian. If necessary, such matters may also be processed through emergency meeting of the Library Committee.

Section 15 : No one shall be entitled to borrow books in more than one capacity.

Section 16 : Library cards of all borrowers other than the members of the Regent Board, Academic Council, Officers and Teachers of the University shall be renewed every academic session (July-June)

Section 17 : The Librarian may refuse to lend out books except to the borrower in person.

Section 18 :

(a) Library shall be kept closed at the time of annual inventory. All volumes on loan irrespective of the date of borrowing must be returned on a scheduled date before the inventory takes place about which due notice shall be given.

(b) On returning the books and journals on loan, a research worker (MS/ M Phil/ Ph D., Scientific Officers) shall be entitled to get them back as soon as possible after such return.

Section 19 : Suspension or cessation of membership requires that the borrower shall return all library books alongwith his library card or ticket to the library.

Section 20 : (a) A library card will be issued to a student of this University on payment of Tk. 10/- (ten) for each academic session (July- June).

(b) A fee of Tk. 100/- (one hundred) shall be charged for the loss of borrower's card. A duplicate card may be issued on the date of payment of the fee and on return of books loaned out against the reportedly lost card.

Section 21 : (a) Undergraduate students of the University shall be entitled to borrow 1 (one) volume (book of general stack) at a time for a period of 7 (seven) days. They shall not be entitled to draw any journal from the library.

(b) Postgraduate students of the University shall be entitled to borrow 2 (two) volumes (books of general stack) at a time for a period of 7 (seven) days. They shall not be entitled to draw any journal from the library.

(c) Research officers/ Officers/ Fellows shall enjoy equal facilities as admissible for the post graduate students, on receipt of written recommendation from the Principal Supervisor (NSTU) subject to the availability of books.

Section 22 : (a) All volumes issued to the student must be returned to the library when due or recalled. A fine of Tk. 2/- (two) per volume per day shall be charged following the date due.

(b) All textbooks must be returned as soon as theory examination are over. If books are not returned within 7 (seven) days from the date of completion of theory examination, a fine of Tk. 2/- (two) per volume per day shall be charged.

(c) If a student is found to be constantly irregular in returning books, his membership may be suspended for a specified period by the Vice-Chancellor on written recommendation from the librarian.

Membership may be revived by the Vice-Chancellor on the recommendation of the Librarian.

(d) Any book damaged or lost by a borrower shall be replaced the same or the latest edition or the borrower shall have to pay two times the double current price of the book.

(e) If the volume lost or injured, from part of a set and cannot be replaced without the whole set being replaced, the borrower shall replace the whole set. The damaged book or set in question shall then become the property of the borrower.

Section 23 : Borrowing privileges shall be withdrawn from members until overdue volumes are returned and fines paid by them.

Section 24 : (a) Results of students appearing at the semester and retaken examination shall be withheld unless all books and journals are returned, fines paid as soon as the relevant examinations are over. Librarian will send to the Controller of Examination the list of such students within 7(seven) days the relevant examinations are over.

(b) The Controller of examinations shall publish results of students appearing at the semester and retaken examinations only after receipt of clearance from the librarian. In case of pending decision for breach of library rules, the results of the students shall be withheld till final decision is taken by the appropriate authority.

Section 25 : A receipt shall be issued for all fines and fees deposited to the Bank/ Accounts Section through the Librarian of the University.

Section 26 : All kinds of fines, fees, price of book etc. are required to be paid to the University through the library to the University Bank / Accounts Section, counterfoil receipts for all cases must be submitted to the Library for doing needful.

Section 27 : Members of the teaching, administrative, common services and also research staff of the University shall be given the following privileges as under:

- (a) Teachers and research staff :
Maximum of 5 (five) volume of books for a period of 15(fifteen) days and maximum 1(one) bound volumes of journals at a time for a period of 15(fifteen) days.
- (b) Officers of the University :
Maximum of 2(two) books at a time for a period of 15(fifteen) days, Librarian may use his discretion in issuing them such number of books for such a period as may be considered necessary for official purposes.

- (c) Members of the regular staff above the rank of MLSS and below that of an officer:

One book at a time for a period of 15(fifteen) days. Such persons shall be registered as library borrowers only on recommendation of the Head of the Department/ Section/ Discipline concerned.

Section 28 : All the borrowers under Rules 27 when requested shall return any book recalled by the Librarian to meet urgent needs.

Section 29 : Volumes (books & bound volumes of periodicals) issued to the borrowers under Rule 27 shall be returned when due or recalled. If the volume/ volumes is / are not returned after due date or recalled date, an overdue charge at the rate of Tk. 3/- (three) only per day shall be charged from the date when the volume / volumes become due and shall be realized by the Accounts Section from the salary of the defaulters on a written information from the Librarian, copy of which should be sent to the person concerned.

Section 30 : No member of the University staff as specified under Rule 27 shall be given a clearance on their study leave, lien resignation, and retirement without the clearance from the library. It will be responsibility of the Accounts section to make final payment to any member of the University staff after the person concerned has produced the necessary clearance from the library.

Section 31 : Any person other than those mentioned under Rule 27 above and desirous of borrowing books, may be permitted to do so by the Vice-Chancellor on written recommendation of the Librarian on such terms and conditions as he may think fit. In such cases. the applications must be recommended by guarantors, acceptable to the authority, who will ensure to pay for the loss in cases of damages/ non-return of the library materials issued to him.

Section 32 : Rental Library :

- (a) The rental Library shall function as an independent unit under the supervision and control of the Librarian of this University.
- (b) It shall procure multiple copies of different textbooks for the purpose of renting out to the students of this University.
- (c) The multiple copies of text books in use recommended by the Head of the Department shall be purchased.

- (d) For procuring such text-books at least six months prior notice shall be given by the Heads of the Department.
- (e) The books shall be issued to the students for one semester on rents at the rate of 10% of the cost of the books. These books may be issued to a single student or to a group of students.
- (f) All rents are to be deposited to University Accounts Section/ Bank through library.
- (g) In case the books rented are not returned within the 3rd working days after the last written examinations, the library facilities shall be withdrawn from the defaulters and they shall have to pay such penalty as in section 22.

Library Rules Committee:

Signed
(Mr. Md. Jahangir Hossain)
Deputy Librarian, NSTU
Member Library Committee

Signed
(AFM Arfur Rahman)
Assistant Professor and Chairman
(Acting), Fisheries and Marine
Science Department, NSTU
Member Library Committee

Signed
(Mr. Mehedi Mahmudul Hasan)
Assistant Professor, Fisheries and
Marine Science Department, NSTU
Member Library Committee