

PRESIDENCY UNIVERSITY LIBRARY

LIBRARY HANDBOOK



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956

Approved by AICTE, New Delhi



General Instructions

- Access to Presidency University Library is restricted to Faculty, Staff and Students of Presidency University only.
- Always use the Call Number for locating the books; the call number is printed on the spine of the book for easy identification.
- Use the Online Public Access Catalogue (OPAC) for identifying the books you require and to know the availability.
- Approach the subject rack to which the book belongs with the help of the Call Number.
- Bay guides are pasted on each shelf; identify the range where your call number fits. You will be able to find the book in the rack within the number range.
- In case of any difficulty in locating the books please contact the Library staff for help.
- After consulting the books please leave them on the table. Library staff will replace them.
- Always bring your identification card for all Library transactions, without which the Library staff will not issue books/ other resources.

Library Rules

Library extends a warm welcome to the students and faculty of the university. It has got a good stock of all textbooks, reference books and general reading materials. Library Rules are framed for effective utilization of the Library resources by everyone and will be reviewed periodically to meet the changing needs.



I. General Rules

- Personal belongings must be left in the property rack at the entrance of the Library before entering the Library. However, no valuables should be left as Library staff is not responsible for any loss of property.
- “A book misplaced is a book lost forever” – Replacing books in different locations in the stack should be avoided. Since the Library follows open access system, books taken out of the racks should be left on the table, Library staff will replace them.
- Observe strict silence inside the Library. If conversation becomes necessary, it should be in low tones only.
- Food and Beverages are not allowed inside the Library.

II. Classification Scheme

All the books in the Library are classified according to Dewey Decimal Classification scheme. Users are requested to use OPAC computers and follow the instructions given there for easy location of books.

III. Internet Browsing

1. Internet browsing facility is available in the Library only to make subject related searches and accessing the electronic database subscribed by the university.
2. Online chatting and playing games are strictly prohibited inside the Library.
3. Do not download and install any program without the knowledge of the Library staff.
4. Use of computers is limited to thirty minutes when others are waiting for access.

IV. Use of Electronic Equipment

1. Use of Electronic Equipment such as Mobile phones, Audio & Video players and similar gadgets is strictly prohibited inside the Library.

V. Rules of Borrowing Books

1. Lending of books will be done only upon producing the Identity card.
2. Identity cards are not transferable. Library staff may refuse to issue books to anyone who uses cards of others. Books should not be sub-lent to others.
3. Three books for UG & PG students for a period of 15 days each.
4. Books borrowed should be returned on or before the date mentioned in the due date slip. Overdue charges will be collected as mentioned under rules IX (1).
5. Books have to be returned to the Library as and when they are called back by the Librarian.
6. Check the condition of the books before borrowing and books found in a damaged condition will not be issued. Please bring to the notice of the Library staff immediately if any defect is found.
7. The Borrower is fully responsible for the books issued upon his/her card. Any damage to the book or unwanted marking found in the book will attract penalty or total replacement of the book.
8. If books borrowed are damaged or lost by the borrower, he or she should replace the book or pay the value thereof as mentioned under rules IX (3).
9. Rules of Borrowing Non-Book (CD-ROMs). Two CD-ROMs will be issued to all categories of students for a period of 2 days. Overdue charges will be collected as mentioned under rules IX (1).

VI. Rules for Renewal of books

1. Renewal of books is done for those books that are not demanded by others.
2. Books must be brought to the library for renewal.
3. Books can be renewed twice for seven days each if there is no demand from others.
4. In case the book is in demand and reserved by others, then its renewal is not possible, it has to be returned.
5. Books will not be renewed more than two times immaterial of the demand. The books have to be returned on or before the due date and kept in the library for two working days before the same member can issue the book.



VII. Rules for Reservation of books

1. Reservation of books can only be done for those books that are in circulation.
2. Online reservation, using the Library Software, is possible from within the campus.
3. If a book is reserved by more than one person, each one is given a priority number automatically based on first come first basis. Such books cannot be renewed by the user or issued to other users other than those reserved.
4. Whenever a reserved book is returned to the Library each member, by order of priority, in the reservation list will be intimated and given two working days to borrow the books. If he/she fails to borrow then the second member is allowed to take the book.

VIII. Reference Books

1. Dictionaries, Encyclopedias, Handbooks, Manuals, Year Books, Periodicals, Back volumes of periodicals, Reports, Text Books, Newspapers and all those books bearing the seal "Reference" will not be lent out. These resources are meant for reference within the Library premises only.



IX. Overdue Charges, Loss of Books and Identity Card

1. An overdue charge of Rs.5/- per day, including holidays if any, will be levied for books returned after the due date. In case the overdue charges exceed the cost of the book then the cost of the book would be collected.
2. Any book that is lost by the borrower must be brought to the notice of the Librarian immediately.
3. Borrower is liable to replace the books that is lost or damaged. If unable to replace the lost book, recovery of cost of the book will be made on the following basis:
 - a. Three times the current price of the book with overdue charges, if the borrower has reported the loss after the due date.
 - b. Three times the current price of the book if the loss of book is reported before the due date.
 - c. If the book lost is rare in nature (i.e. not available in the market or out of print) then five times of the book cost will be recovered from the borrower.
4. The borrower is responsible for books borrowed upon his card and those that are reportedly lost. Borrower will continue to be responsible for any loss arising from the inadvertent or misuse of the card lost and the Library will not accept any responsibility in this regard.
5. All books borrowed from the library have to be surrendered, and all outstanding dues cleared before getting No-Dues certificate.

X. Special facilities for Researchers

Library has taken institutional membership with the following reputed Institutions/ Libraries:

- British Library, Bangalore
- Indian Institute of Science (IISc), Bangalore
- Indian Institute of Management (IIM), Bangalore
- DELNET, New Delhi

The memberships with these institutions enable the students and faculty of the University access the above Libraries' collection. Also, Library arranges Inter-Library Loan (ILL) of books and photocopies of the articles from the other Libraries of the country. The above facility can be availed with the recommendation of the Deans.

XI. Digital Library



The Library subscribes to the following online databases, which are available to students and faculty within the campus as well as remote access by user ID and password.

- IEEE Digital Library;
- Manupatra;
- ProQuest ABI Global;
- JSTOR;
- ProwessIQ;
- IndiaStat;
- SPSS including AMOS;
- NTPEL Lecture

XII. Printing and Photocopying Facility

Photocopying of the Library materials can be obtained subject to the Copyright Law at Tuck Shop of the University at prescribed rates.

XIII. Print Journals

Library subscribes to 169 print journals and 20 general magazines & newspapers. These periodicals are only for reference in the Library and not for circulation.

XIV. Working Hours

- Monday through Saturday – 9.00 AM to 5.00 PM.
- Circulation (Issue & Return) - 9.00 AM to 5.00 PM.
- Library will be closed on Sundays and other holidays of the University.

XV. For further assistance, contact our Library staff:

- **Dr. K. N. Sheshadri,**
Senior Librarian
sheshadri.kn@presidencyuniversity.in
chieflibrarian@presidencyuniversity.in
- **Mr. Ashoka Babu,**
Assistant Librarian
ashokababu@presidencyuniversity.in
- **Mr. Vijaykumar S,**
Assistant Librarian
vijaykumars@presidencyuniversity.in
- **Mr. Sunil Shetty,**
Assistant Librarian
sunilshetty@presidencyuniversity.in
- **Mr. Sreehari P,**
Assistant Librarian
sreeharip@presidencyuniversity.in