



# SHREENIVAS DESHPANDE LIBRARY

## Rules & Regulations

Welcome to the Shreenivas Deshpande library at IIT(BHU), Varanasi. The library is committed to providing a wide array of resources and services to facilitate research, learning, and academic excellence. By accessing and using the services offered by the Shreenivas Deshpande library, you agree to adhere to the following terms and conditions.

### 1. GENERAL RULES

#### Entry Requirements

- **Institute ID Card** is mandatory for all library transactions and must be presented upon request
- Complete the entry register with Name, Roll Number, Course, and Signature
- All personal belongings are subject to inspection by library staff or security personnel
- Books/magazines/printing materials (library-issued or personal) are not permitted through Main Gate (Gate No. 1), but may be used in reading halls accessed through Gate No. 2

#### Conduct and Behaviour

- Maintain silence and decorum throughout the library premises
- Mobile phones must be kept in silent mode; usage should be minimal and non-disruptive
- Use designated discussion/collaboration spaces for group activities
- Handle all library materials with care and respect
- All library sections are under CCTV surveillance

#### Parking Regulations

- Park bicycles and bikes in designated areas only and must be properly locked
- The library is not liable for theft, loss, or damage to parked bicycles and bikes
- The library/Proctor office reserves the right to remove bicycles parked for prolonged periods
- Any bicycle found obstructing walkways, entrances, or emergency exits will be removed without notice
- Students are not allowed to park vehicles outside the library gate.

#### Prohibited Activities

The following activities are strictly prohibited:

- Taking out library materials without checking it out properly
- Writing, marking, scratching, damaging, or mutilating library property
- Consuming food or beverages inside of the library

- Smoking, chewing pan, or spitting
- Gossiping, watching movies and playing games
- Any form of misconduct toward library users or staff

#### Important:

- Users are financially responsible for any damage to library property
- Violations may result in disciplinary action or suspension of library privileges
- Any personal items (books, laptops, keys, etc.) left in the library through Gate 1 after closing will be available for collection on the next library open day, as the library cannot be reopened after hours

## 2. PROPERTY COUNTER

### Storage Guidelines

- All personal belongings must be stored at the Property Counter
- **Do not store valuable items** (laptops, mobile phones, iPads, cash, ATM cards, etc.) in bags
- The library assumes no responsibility for loss or damage to personal belongings

Report missing belongings immediately to the property counter staff, entry gate staff, or library office.

## 3. CIRCULATION AND MEMBERSHIP

All students, faculty members and employees of the Institute are entitled for the membership of the library. Their entitlements, in terms of number of books that they can borrow and the permissible loan period are detailed below:

## Borrowing Facility

| Category   | Number of Books  | Loan Period                             |
|--|--|---|
| <b>FACULTY AND STAFF</b>   |  |   |
| Faculty, Scientists, Librarian, Finance Officer, Registrar, Equivalent Officers etc. | 20   | 180 Days                                |
| Non-Faculty and Grade A Staff  | 12   | 180 Days                                |
| Group B Staff  | 07   | 90 Days                                 |
| Group C and D Staff  | 04   | 90 Days                                 |
| <b>STUDENTS (UG/PG/PhD)</b>  |  |   |
| <b>UG</b>  | General Section =03<br>Text Book Bank =04                        | 60 Days<br>One Semester                 |
| <b>PG</b>  | General Section =06<br>Text Book Bank =02                        | 60 Days<br>One Semester                 |
| <b>UG (SC/ST)</b>  | General Section =03<br>ST/SC Book Bank =04<br>Text Book Bank =04 | 60 Days<br>One Semester<br>One Semester |
| <b>PG (SC/ST)</b>  | General Section =06<br>ST/SC Book Bank =04<br>Text Book Bank =02 | 60 Days<br>One Semester<br>One Semester |
| <b>Research Scholar</b>  | General Section =05<br>ST/SC Book Bank =03<br>Text Book Bank =03 | 60 Days<br>One Semester<br>One Semester |

**Note:** All borrowers are responsible for the timely return of borrowed materials. Book Bank loans are typically semester-based and subject to specific return requirements.

### RULES FOR FACULTY/STAFF

- Members of the Institute staff desirous of loan privilege shall enroll himself/herself as a member of the Library by filling up the enrollment form obtainable from the Library.
- Photocopy of appointment letter/Confirmation letter and two recent passport size colored photographs required for library passbook.
- Passbook shall have to be produced by the staff/faculty while borrowing or returning the books. In case books are required through another person, an authorisation letter mentioning the person's name and the title of the books should be sent along with the passbook.
- If a book is not returned to the Library when due, no further books shall be issued to him until the overdue books are returned.

5. The borrower shall be responsible for the safe return of all the books issued on his/her passbook.
6. Reference books, bound volumes of the journals, standards, etc., are issued only to faculty members.
7. For the No-Dues certificate, Staff/Faculty member must submit their Library passbook to the circulation section.

**Important Reminder:** All borrowers are responsible for the timely return of borrowed materials. Failure to return materials on time will result in suspension of borrowing privileges until overdue items are returned and applicable fines are paid.

**Membership Benefits:** Library membership provides access to a vast collection of books, journals, digital resources, and study spaces. Members are expected to maintain good standing by adhering to all library policies and procedures.

## 4. BORROWING PROCEDURES

### Eligibility and Requirements

- A valid Institute ID card is required for all borrowing transactions
- Only registered library users may borrow materials
- ID cards are non-transferable
- All items must be properly checked out before removal from the library

### Loan Policies

- **Return Period:** Books must be returned within the stipulated time
- **Overdue Charges:** ₹1 per volume per day for late returns
- **Restricted Items:** Theses, dissertations, reference books, CDs, and video cassettes are generally non-circulating (overnight loans may be permitted with special authorisation)
- **Payment:** Only UPI payments are accepted for late fees and photocopying; no cash or alternatives

**User Responsibility:** Inspect books thoroughly at checkout and report any existing damage. Ensure contact information in the library database is current.

## 5. DAMAGE AND LOSS POLICIES

### Replacement Requirements

- **Available Books:** Replace with a new copy of the same (Title, Author, Edition & Publisher) or latest edition, plus applicable fines
- **Out-of-Print Books:** Price mentioned in Accession Register + Total pages @ ₹1 per page + due fine
- **Foreign Publications:** For conversion rate pricing, the RBI/SBI rate shall be used. In the absence of such rates, the prevailing rate of any other nationalized bank may be applied
- **Lost and Found:** Collect lost items (e.g., keys, laptops) from Gate No. 2 (Reading Hall)/Library Office
- Damaged or old edition replacements will not be accepted

## 6. STACK ACCESS AND BOOK LOCATION

### Search Procedures

- Use the Web OPAC system before entering the book stacks
- OPAC terminals are available in corridors or accessible via personal devices
- Note class numbers and accession numbers for efficient searching
- Seek assistance from stack staff if unable to locate materials

#### Stack Etiquette:

- Do not attempt to re-shelve books yourself. Place unwanted books on designated trolleys or tables.
- Do not take chairs into the rack area. Read books only in designated reading zones or the periodical section.
- Group discussions are strictly prohibited in reading areas and stack sections to maintain a quiet environment

## 7. PERIODICALS SECTION

- Magazines and newspapers are displayed in the periodical section
- Use newspapers & periodicals in designated areas only
- Read one newspaper at a time
- Maintain proper page sequence
- Return materials to designated locations after use
- Damaging periodicals is strictly prohibited

## 8. ELECTRONIC RESOURCES POLICY

### Permitted Uses

- Academic and research purposes only
- Single-copy downloads and printing of articles
- Searching and browsing databases

### Prohibited Activities

Strictly prohibited activities include:

- Systematic downloading of complete books or journal volumes
- Use of automated tools (robots, spiders, intelligent agents)
- Commercial use or unauthorised distribution
- Posting PDFs to open websites (use URLs instead)
- Sharing library ID and password, especially for remote access

**Compliance Alert:** Users must adhere to publisher's license agreements. Violations may result in institutional access suspension and disciplinary action.

## 9. IT RESOURCE POLICIES: COMPUTER LABS, DEVICES, AND WI-FI

### Lab Access and Usage

- Complete entry/exit register for lab visits
- Systems designated for academic work: research, assignments, coursework
- Use personal internet credentials for web access
- Report technical issues immediately to the lab supervisor

### Wi-Fi and Device Usage

- Use Wi-Fi strictly for academic purposes; streaming or excessive bandwidth usage is prohibited
- Charge mobile phones/laptops only at designated points. The library is not responsible for any damage during charging

### Prohibited Activities

- Gaming, entertainment, or recreational use
- Downloading, viewing, or distributing inappropriate content
- Installing software or modifying system settings
- Loud conversations or sleeping

**Equipment Responsibility:** Users shall be held liable for any loss, theft, or damage to library property caused by them. Always shut down computers before leaving.

## 10. READING HALL GUIDELINES

### Access Requirements

- Valid, non-transferable Institute ID card required
- Complete entry register with required information

### Seating Policies

- **First-come, first-served basis**
- Cannot reserve or claim seats for future use
- Unattended materials may be removed by other users
- The owner must prove ownership of the item left in the Library and submit an undertaking.
- Do not place feet on furniture

#### Conduct Standards:

- Maintain absolute silence and respect others' study environment
- Disruptive activities, gaming, or food consumption are prohibited
- Leave no personal belongings unattended, The library is not liable for any items left behind
- Unattended items may be removed by library staff
- Contact Library staff for AC temperature adjustments

## 11. REPROGRAPHIC SECTION

- Xerox/photocopy service is fee based, and user must adhere to copyright laws
- Services are available during specific hours and are chargeable as per library's approved rate list @ ₹1 per copy
- Users are responsible for checking copies before leaving; no complaints will be entertained later

## 12. LIBRARY HOURS & CONTACT INFORMATION



### Library Opening Hours

**Monday to Friday**

**9:30 AM to 7:30 PM**

**Saturday & Holidays**

**9:30 AM to 6:00 PM**



### Library Circulation Hours

**Monday to Friday**

**9:45 AM to 7:15 PM**

**Saturday & Holidays**

**9:45 AM to 5:45 PM**



### Reading Room Hours @ Gate No. 2

**Monday to Sunday & Holidays except:**

Republic Day, Independence Day, Mahatma Gandhi Birthday, Holi, Deepawali, Dussehra

**8:00 AM to 1:00 AM**

**Stay Updated:** Changes in library hours during holidays, vacations, or special events will be announced on the website and notice boards.



### Contact Information

**Circulation Desk:** 5807

**Library Office:** 5803

**Technical Section:** 5809

**Periodical Section:** 5813

**Email:** [libraryservices@iitbhu.ac.in](mailto:libraryservices@iitbhu.ac.in)

**Website:** [www.iitbhu.ac.in/cf/lib](http://www.iitbhu.ac.in/cf/lib)

**Administration:** [deputylibrarian@iitbhu.ac.in](mailto:deputylibrarian@iitbhu.ac.in)

## 13. EMERGENCY AND SAFETY PROTOCOLS

### Fire Safety & Evacuation

- In case of a fire, immediately activate the nearest fire alarm and inform library staff
- Do not use elevator during a fire emergency

### Medical Emergency

- Report any medical emergency to library staff immediately
- For serious cases, contact the Institute (24x7) Emergency Helpline Number: 0542-2368004 or call emergency services

### Handling Electrical Hazards

- Do not tamper with electrical sockets or use damaged equipment
- Report any electrical faults to library staff
- Do not use or handle any electrical appliances under repair or malfunctioning
- In case of a power outage, remain calm and follow instructions from library personnel

**Remember:** Your cooperation in maintaining these standards ensures an excellent learning environment for all users. The library is a shared resource—please help us keep it clean, quiet, and conducive to academic success.

#### Disclaimer:

- The library strives to offer accurate and timely information; however, it does not guarantee the completeness or availability of its services.
- The library reserves the right to modify or update these terms and conditions at any time. Users will be notified of significant changes, and continued use of library services will indicate acceptance of the updated terms.
- Any matters not specifically addressed in the above rules will be resolved at the discretion of the Prof-in-Charge or Deputy Librarian, whose decision shall be final.

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Shreenivas Deshpande Library, IIT(BHU), Varanasi - Committed to Excellence in Academic Support

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