

Office of the Registrar

(Meetings Section)

University of Swat

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No. UoS/Meetings/57-SYND/2024-17

Dated: July 01, 2024

NOTIFICATION

Subject: **CENTRAL LIBRARY RULES 2011 (ISSUE-I), UNIVERSITY OF SWAT**

It is notified for the information of all concerned that, on recommendations of the Finance & Planning Committee made in its 23rd meeting (held on May 25, 2024), the Syndicate in its 57th meeting (held on June 13, 2024) vide item No. 01 (sub-table item No. 02), approved the implementation of the Central Library Rules 2011(Issue-I).

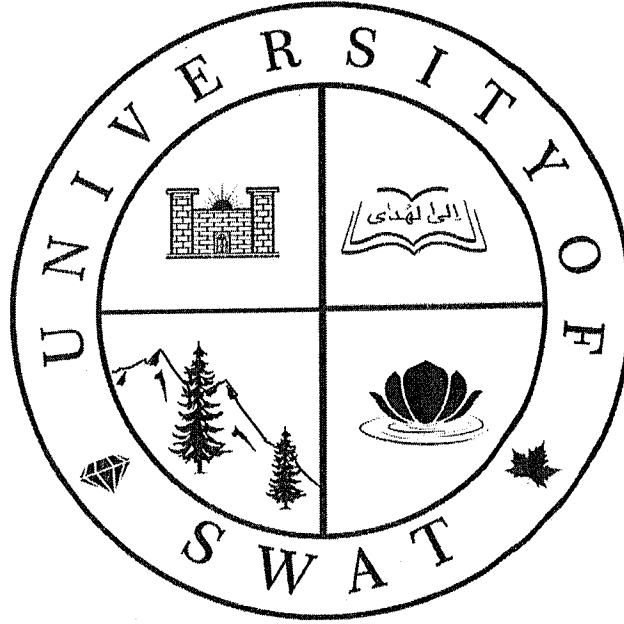
(Imtiaz Ali)
Registrar

Enclosed: Central Library Rules 2011 (Issue-I)

Copy for information / necessary action to the:

1. PS to Vice Chancellor
2. PS to Registrar
3. Treasurer
4. Deputy Registrar Establishment
- ✓ 5. Librarian
6. Director Admission/ Provost
7. Director IT **(for upload the same to the University's official website for information)**
8. Syndicate File

(Imtiaz Ali)
Registrar



University of Swat

Central Library Rules 2011 (Issue-I)

Approved by the Syndicate in its 57th meeting held on June 13, 2024
vide Notification No. UoS/Meetings/57-SYND/2024-17, Dated: July 01, 2024

A handwritten signature in black ink, consisting of a stylized 'U' and 'S' intertwined.

1. Definitions:

In these rules and appended code of conduct (Annexure-A), unless the context otherwise requires, the following expression shall have the meanings hereby respectively assigned to them as under:

- (a) **"Competent authority"** means authority designated as such by the University Swat Regulation 2010 or the statutes made there under or by a decision of the syndicate or by an order of the Vice-Chancellor of the "University of Swat".
- (b) **"Librarian"** (BPS-20) means librarian the "University of Swat".
- (c) **"Additional Librarian"** (BPS-19) means Additional Librarian "University of Swat".
- (d) **"Deputy Librarian"** (BPS-18) means Deputy Librarian "University of Swat".
- (e) **"Assistant Librarian"** (BPS-17) means Assistant Librarian "University of Swat".
- (f) **"Supporting Staff"** means those administrative staff who perform their duties at library under the supervision of Librarian. e.g. (Library Assistant, Classifier, Cataloguer, Computer Operator, Shelver, Library Clerk, Library Attendant, Library Peon, & Library Security Guard).
- (g) **"Teaching Faculty"** means faculty member of the University of Swat, either on contract or permanent services structure.
- (h) **"Administrative Staff"** means non-teaching or administrative staff of the "University of Swat", either on contract or permanent services structure.
- (i) **"Graduate"** means currently enrolled students of the "University of Swat" at graduate level.
- (j) **"Rules"** means "Central Library Rules 2011 (Issue-I) of "University of Swat" to regulate the business of Central Library of the "University of Swat".
- (k) **"Fine"** means imposed either section (4.3) or Section (4.6) of the existing rules.
- (l) **"Overdue Books"** means books which are due under section (4.3.1) that are still with borrower's (enrolled students, teaching faculty members and administrative staff of the "University of Swat" and fine has to be imposed under section (4.3) and (4.6) of the rules.
- (m) **"Library Membership Card"** means membership cards issued to the borrower's by the librarian of the "University of Swat".
- (n) **"Circulation Desk"** means a desk specified by the librarian for issuance and return of library materials at central library "University of Swat".
- (o) **"Code of Conduct"** means code of conduct for central library of the "University of Swat", appended as Annexure-A that the borrower's have to adopt during working hours of the library code of conduct shall not be regarded as parallel rules to the central library rules of the "University of Swat".

2. Short title and Commencement:

- I. Not contrary to the clause (I) of section 1, these rules may be called as "Central library rules 2011 (Issue-I) of University of Swat".
- II. These shall come into force at once.
- III. It extends to the Central library of "University of Swat"



3. Central Library Membership:

All the interested users of the University Community should proper apply for the membership at central Library University of Swat.

3.1. Membership Fee:

Pakistani Rupees Rs. 200 (two hundred) will be charged per user, per membership/per time. Membership fee will be revised 10% after each calendar year automatically.

4. Lending Rules:

4.1. All registered uses of central library of the "University of Swat" are entitled to borrow books from the library borrowing privileges may differ and depends on the membership category self-explanatory borrowing privileges for the library users shall be as for following clauses.

TABLE (1) MEMBERSHIP WISE BORROWING PRIVILEGES

Membership Category	Borrowing Privileges	Days
University Students		
Diploma Students	01 Book	07 Days
BS Students	02 Books	14 Days
Master Students	03 Books	21 Days
MS/M.Phil. Students	04 Books	35 Days
PhD Students	05 Books	42 Days
University Teaching Faculty		
Lecturer	04 Books	28 Days
Assistant Professor	05 Books	35 Days
Associate Professor	06 Books	42 Days
Professor	07 Books	49 Days
Dean	08 Books	56 Days
University Administrative Staff		
Supporting Staff (BPS 01 to 16)	02 Books	14 Days
Admin Officers (BPS 17 & above)	03 Books	21 Days

4.2. Reissue of Books:

Books will be reissued after one week to the same member, if there is no demand from the other members.

4.3. Fines:

To encourage timely return of the library materials and to provide optimal sharing of the collection, fines are charged for overdue Books. Borrowers are responsible for returning the books by the due date. If books are not returned within the due date, fines become retroactive from first overdue date at the following rates.

4.3.1. Overdue Books:

Pakistani Rupees five (Rs.10) will be charged per day per book/per volume.

4.3.2. Lost Books:

- 4.3.2.1. In Case of loss or damage to the borrowed books, the borrower shall pay triple cost of the books at the current market price of the respective books.
- 4.3.2.2. The Librarian will decide the extent and nature of damaged of borrowed book(s).
- 4.3.2.3. In case of any difficulties the decision of competent authority shall be final.

4.4. Reference Materials:

Reference materials, CD, Discs annual reports, pamphlets, dictionaries, encyclopedias, current and charts globe and books kept in the reference section cannot be issued to the members, these reading materials can be utilized within the library premises.

- 4.4.1. The facility mentioned in 4.4 of the rules on CD, Disc can be utilized for specified purposes within the library premises.
- 4.4.2. The borrower shall inform the librarian one day before seeking the facilities mentioned in 4.4.1

4.5. Disciplinary Fine:

- 4.5.1. Overdue and fine notices will be displayed on the library notice board, copy for information will be forwarded to the concern members, head of teaching Departments, chief proctor, P.S to registrar and P.S to Honorable Voice Chancellor for further necessary action.
- 4.5.2. Library account will be blocked if the fine exceeds from Rs.1, 000/-
- 4.5.3. Library account will be blocked, if a member lost his/her own library membership card three times.
- 4.5.4. Students' clearance shall be completed one day before their commencement of written exam (Semester).
- 4.5.5. Library members shall be bound to return/submit library membership card at the time of their completion of study/relieving from duty. Failing to provide library card, fine must be submitted at the time of clearance.

5. The "University of Swat, Central Library", reserves the right to amend, suspend any of the section, subsection or clauses of the existing rules at any time or as the case may be, with the prior approval of competent authority.

Note:

Overdue fine, membership fee and book damage/lost fine shall be deposited by the Librarian to the Office of the Treasurer at the end of each quarter and shall be reflected in the budget.

