



Ordinance 8

Rules For Library

1.0 Preamble

GS University, Hapur, was established under the Uttar Pradesh Private University Act, 2019, as approved by the State Legislature, and is recognized under Section 2(f) of the University Grants Commission (UGC) Act, 1956. The university aims to deliver quality education with a strong focus on holistic development and the enhancement of competitive skills among its students.

The institution offers a wide range of academic programs across disciplines such as Medical Science, Ayurveda, Nursing, Pharmacy, and allied fields, thereby catering to diverse educational and professional aspirations.

The Library Ordinance of the university plays a vital role in ensuring the systematic and efficient functioning of the library. It establishes a structured framework for managing resources, services, and facilities, thereby supporting the academic and research needs of both students and faculty members.

2.0 Mission

- To function as the central knowledge hub of GS University, supporting academic and research excellence.
- To foster intellectual growth and creativity among students and faculty by continuously enriching library collections, ensuring seamless access to information resources, and promoting resource sharing through consortia such as DELNET.
- To support and enhance the University's teaching, research, and outreach activities while ensuring compliance with copyright laws and safeguarding intellectual property rights related to University publications, patents, and research outputs.
- To strengthen knowledge management and research initiatives by establishing an effective feedback mechanism for library users and promptly addressing their concerns and requirements.

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3.0 Salient Features

- Wi-Fi
- LAN
- Fully Air Conditioned
- User friendly access
- Clock Room
- Discussion Rooms
- Work Stations/Cubicles
- Computer Laboratories
- Modular Furniture
- CCTV surveillance system

4.0 Library Rules & Regulations

Individuals belongs to GS University, including students and staff, are permitted to access and utilize the library in accordance with its prescribed rules and regulations. However, borrowing of library materials is restricted to registered members only.

The library extends its services to alumni, in addition to currently enrolled students and staff, enabling them to benefit from its resources. Visitors from other constituent colleges may also be granted access to the library, subject to prior approval from the Librarian/ competent authority. Such visitors must provide valid proof of identification.

5.0 General Rules

- All users of GS University Library must carry their Identity Card and present it to the library staff upon entry.
- Every user is required to sign the gate register maintained at the entrance of the library.
- Strict silence must be maintained within the library premises at all times.
- The use of mobile phones inside the library is strictly prohibited.
- Personal belongings such as books, files, lab coats/aprons, and other articles are not permitted inside the restricted areas of the library. Users are advised to take care of their belongings, as the library shall not be responsible for any loss or damage.
- Loud conversations and any other objectionable activities are strictly prohibited within and around the Library and Information Centre premises.
- Photocopying and printing facilities are available within the library.
- A suggestion box shall be placed outside the library to receive feedback and recommendations from users.

6.0 Rules related to Reading Section/ Reference

- The Reading Section of GS University Library provides access to books, journals, magazines, newspapers, and other reading materials for use within the library premises only.
- Users are expected to maintain silence and work quietly, showing due consideration to others in the Reading Room.
- Seating in the Reading Room shall be available on a first-come, first-served basis.
- Reserving seats for others or for future use is strictly prohibited. Unattended belongings such as bags or books may be removed by other users or library staff.
- Any damage to library materials (including tearing of pages, missing pages, damaged binding, or exposure to moisture) or theft of library resources constitutes a punishable offence, and the responsible individual shall be subject to appropriate action.
- Tearing pages from journals, newspapers, or any other reading materials is strictly prohibited and will be treated as a punishable offence.
- Consumption of food or beverages at the Reading Tables is not permitted.
- Napping, consumption of edibles or beverages, and any behavior that may disturb other users are strictly prohibited within the library premises.
- Users leaving the library may be required to allow library or security staff to inspect their personal belongings, if deemed necessary.
- The borrowing facility may be restricted or suspended in cases of misconduct or misuse of library resources or facilities.

7.0 Use of Computers and Internet

- Personal laptop computers are permitted within the library premises of GS University; however, users must ensure that their usage does not disturb others.
- Internet access will be provided to users with laptops, subject to obtaining the necessary permissions from the IT Section.
- Laptops, computers, tablets, and internet facilities must be used strictly for academic and research purposes.
- The use of internet services and electronic devices for recreational or non-academic activities is strictly prohibited.

8.0 Use of Board Rooms/ Discussion Rooms in the University Library

- The library of GS University provides dedicated spaces for academic discussion and collaborative work.
- These discussion rooms may be allotted to faculty members upon request, duly recommended through their respective Heads of Department (HoDs) or Deans.
- Such facilities shall be granted for a limited duration, not exceeding three days.

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- All general library rules and regulations must be strictly adhered to while using the discussion rooms.
- Consumption of food or any edibles inside the discussion rooms is strictly prohibited.

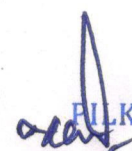
9.0 Circulation Rules

- Students of GS University must carry their College Identity Card and Library Membership Card at all times while using the library. These must be presented upon request by library staff and are mandatory during the issue and return of books.
- In case of a misprinted or faded Identity Card, students must present an alternative valid photo ID (such as Aadhaar Card, PAN Card, Driving Licence, Voter ID, or Passport) for verification.
- Requested (demanded) books shall neither be reissued nor interchanged.
- Members are responsible for all books issued against their Library-cum-ID Card. Multiple copies of the same title will not be issued simultaneously to a single user.
- Reserved books will be held for a limited period (generally one day). If not collected within the stipulated time, the reservation may be cancelled and the book issued to another user or returned to the general collection.
- Borrowers must physically present the issued material at the library for renewal.
- Library ID cards are strictly non-transferable.
- Students returning books must ensure that the return is duly recorded and the books are cleared against their names before leaving.
- Damaged or broken ID cards will not be accepted for issuing books.
- Any damage, markings, or missing pages in a book must be reported to the University Librarian or School Librarian at the time of issue; otherwise, the last borrower will be held responsible.
- Books may be recalled at any time in case of urgent demand by other users.
- Faculty and staff members are requested to return or renew overdue books within the prescribed time limit.
- Students must clear all library dues before the commencement of End-Term Examinations; failing which, the dues may be forwarded to the Accounts Section for necessary action.

10.0 Overdue Charges

- An overdue charge @Rs.10/- per day will be levied after the due date
- The maximum overdue charges shall be limited to three times the cost of the latest edition of the issued book.
- No exemption or relaxation in overdue charges shall be granted during examinations, vacations, or holidays. However, exceptions may be considered only in extraordinary circumstances such as pandemics or natural disasters, as determined by GS University authorities.

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11.0 Visitors

- Visitor or guest member from other academic or research institute are allowed to use the library only for a short period with the prior permission from the Librarian. Guest member is required to produce proof of identification.
- Borrowing facility is not available to visitors.

12.0 Lost/Damaged Library Documents

- Any loss of Library-cum-ID Card or borrowed books must be reported immediately to the Librarian of GS University in writing.
- In case of loss or damage to a book (including torn pages, missing pages, damaged binding, water damage, etc.), the user shall be required to pay twice the cost of the book along with any applicable overdue and other charges.
- For documents that are part of a multi-volume set or serial issue, the cost of the entire volume/set shall be recovered in case of loss or damage.

13.0 University Librarian Role and Responsibility

The University Librarian shall serve as the head/Chief Librarian of the Library Management Structure at GS University. The Librarian shall perform the following functions:

- Supervise and guide all library staff to ensure efficient functioning of library services.
- Oversee the operations of School Librarians, who shall function under the direct supervision and control of the University Librarian.
- Regularly interact with Deans and Heads of Departments (HoDs) to assess teaching and research requirements, and facilitate the acquisition of relevant physical and digital resources.
- Disseminate information regarding available online databases, books, journals, and related subscriptions to the academic community.
- Prepare and present the budget for the University Library and College Libraries for consideration by the Library Committee.
- Monitor and regulate the utilization of the allocated library budget.
- Coordinate with publishers for organizing book exhibitions at the beginning of the academic year and for planning resource acquisition.
- Conduct orientation programs for first-year students and newly inducted faculty members to familiarize them with library resources and services.
- Collect feedback from library users, address grievances, and monitor usage metrics such as digital library access and footfall in Central and School Libraries; report findings to the Vice-Chancellor periodically.

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- Ensure the protection of copyright and other intellectual property rights related to University publications, patents, and research outputs.
- Provide bibliographical and research support to faculty members and research scholars.

Constitution of the University Library Committee

Details	Status
Vice Chancellor	Chairperson
Deans of Schools	Member(s)
Dean Student Welfare	Member
One IQAC Member	Member
One Final year student of each PG programme (nominated by the Vice Chancellor)	Member
One Final year student of each UG programme (nominated by the Vice Chancellor)	Member
Special Invitee(s) nominated by the Vice Chancellor	Special Invitee(s)
University Chief Librarian	Member Secretary

14.0 Roles and Responsibilities of the Library Committee

The Library Committee shall advise the University and guide the Librarian of GS University on the following matters:

- Overseeing the management of the Central Library, with particular emphasis on the quality and effectiveness of services rendered to users.
- Monitoring the library budget and ensuring its proper utilization and control.
- Reviewing and monitoring the usage and performance of the Digital Library resources.
- Considering and providing recommendations on matters referred to it by the Academic Council.
- Undertaking periodic reviews of library operations and making appropriate recommendations for improvement and enhancement of services.

15.0 Library Timings

- The library of GS University shall ordinarily function for a minimum of twelve hours per day, or longer, during the academic session.
- Library working hours are subject to revision from time to time, and any changes shall be duly notified through the notice boards of the respective libraries.
- The library shall remain open throughout the year, except on designated holidays such as Republic Day, Holi, Independence Day, Raksha Bandhan, Dussehra, Gandhi Jayanti, and Diwali.

16.0 Library Procurement Policy

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- The Chief Librarian of GS University shall verify the availability of suggested books upon receiving recommendations from faculty members and students. All such requests must be duly routed through the respective Heads of Departments (HoDs), Deans, or Mentors (in the case of students), and the prescribed Book Recommendation Form must be completed for consideration.
- Faculty members and students may revise their recommendations based on library reports regarding the availability of books. The library team shall thereafter prepare a final list of recommended titles and obtain the necessary financial approval for procurement from the Librarian or the Vice-Chancellor of GS University, in accordance with the delegated financial powers.
- Based on the recommendations of faculty members, the library of GS University may procure multiple copies of books that are in high demand. However, the number of copies purchased for any single title shall not exceed five.
- The library of GS University shall discontinue the practice of procuring books exclusively through a select list of approved vendors and may place orders with any well-recognized vendors across India. A minimum discount of 35% on the printed/publisher's price shall be insisted upon. In the case of multi-volume sets and encyclopedias, efforts shall be made to secure higher discounts. The performance of suppliers shall be reviewed annually based on service quality and past records.
- The library team will make suggestions in regards to the names of potential suppliers so that Procurement team can save time in identifying them.
- The Librarian shall also communicate and clarify the approval process to all faculty members to ensure transparency and avoid any confusion in procurement procedures.

17.0 Guidelines for accepting Donated Books

- The acceptance of donations shall be at the sole discretion of GS University.
- While all donations are welcomed, the University shall ensure that such contributions primarily consist of course-related and academically relevant materials.
- Donors are requested to provide detailed information about the books to the Librarian in advance, wherever possible, before submitting the physical copies.
- In cases where the volume of books is significantly large, the University Library may assist donors in preparing a proper list of the materials proposed for donation.
- All accepted donations shall become the property of the University.

18.0 Weeding Out Process

- As part of the weeding-out process, the library team of GS University identifies books and materials that are outdated or have not been used during the past five years.

- A comprehensive list of such obsolete and unused titles is then prepared by the library team.
- The list is circulated to the concerned Schools/Colleges for their review and recommendations.
- Upon review, the list is submitted to the Library Committee for final approval.
- Approved titles are withdrawn from the active collection and may be made available to users for academic purposes free of cost.
- Any remaining materials are disposed of as scrap (junk paper) after obtaining financial approval from the competent authority.

19.0 Journals & Magazines/ E-Journals

- The department-wise list of print and e-journals shall be compiled by the library of GS University and forwarded to the respective Heads of Departments (HoDs) prior to being presented in the Library Committee meeting.
- Subscriptions for new journals, magazines, and e-journals shall be undertaken on a calendar-year basis, as per academic and research requirements.
- Renewal of previously subscribed journals and e-journals shall be based on a review of their usage statistics to determine their continuation or discontinuation.
- Back volumes or previous-year issues of journals, magazines, standards, and Acts shall be procured as and when required.

20.0 Policy related to use of Plagiarism checking Software

The UGC has underlined the importance of academic integrity in scholarly publications accordingly, the University provides Plagiarism checking software to its academic Community. This policy suggests that the Library Advisory committee may come with clear policy on providing Login Credentials to the faculty members. It is therefore, suggested that all faculty members should get Login Credentials and the University Librarian should help faculty members in creating the Login credentials.

21.0 Membership

- The library of GS University shall provide membership to all bona fide students, teaching staff, and non-teaching staff of the University.
- At the beginning of each semester or academic year, students shall obtain a No-Dues Certificate from the library.
- Library membership shall be renewed by students at the commencement of each semester or academic year.

22.0 How to Access Library Repository

The library repository link for accessing uploaded e-content is available on the official website of GS University under the Library section.

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23.0 Uploading of Thesis, Project and Dissertation on Library Repository System

- Upon receipt of the soft copy of the final thesis from the Controller of Examinations (CoE) Office, the Central Library of GS University shall upload the same to the library repository system (internal cloud/server) to facilitate remote access.
- The library shall ensure that the thesis is accessible through both internet and intranet platforms for authorized users.

24.0 UG project reports and PG Dissertation

- Final-year students (UG/PG) of GS University shall submit their project reports or dissertations in accordance with the standards and guidelines prescribed by their respective College/Department.
- The dissertation shall be subjected to plagiarism checks using appropriate software, and the soft copy must be submitted to the concerned faculty member for vetting, plagiarism verification, and approval prior to final submission.
- Upon receiving the approval/acceptance report from the faculty for satisfactory completion of the work, the student shall upload the dissertation to the ERP system and submit a copy to the concerned College/Department for record and documentation purposes.
- At the end of each academic year, the soft copies of approved dissertations shall be extracted and forwarded to the Central Library of GS University. Upon receipt, the library shall upload the same to the library repository system.
- After confirming that the dissertation has been successfully uploaded to the repository, the concerned faculty member shall proceed to endorse the marks and provide comments.

In exercise of the powers conferred under clause 20.11 of Statute 20 of the GS University Act, 2019, the Executive Council of GS University in its 1st Meeting held on 19.07.2024 passed a resolution confirming Ordinance 8.