



GURU NANAK EDUCATION TRUST



GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE AND TECHNOLOGY

(GNIPST)

*A JIS Group Institution | Approved by PCI | Accredited by NAAC & NBA | Affiliated to
Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT)
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INSTITUTIONAL POLICY DOCUMENT LIBRARY RULES AND REGULATIONS

Document Control

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1. Preamble

Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST), established in 2005 under the aegis of the Guru Nanak Education Trust and nurtured within the JIS Group, recognises its Library as the academic heart of the Institute. The Library supports teaching, learning, research and extension activities by providing organised access to printed and electronic knowledge resources in pharmaceutical sciences and allied disciplines.

These Library Rules and Regulations have been framed in line with the norms of the Pharmacy Council of India (PCI), the National Assessment and Accreditation Council (NAAC), the National Board of Accreditation (NBA) and the affiliating University (MAKAUT), and the practices followed in leading academic libraries, so as to provide a transparent, fair and well-governed framework for the use of library resources and services at GNIPST.

2. Objectives of the Policy

The specific objectives of this policy are to:

- Ensure equitable, efficient and orderly access to library resources and services for all members.
- Establish uniform procedures for membership, borrowing, return, renewal and reservation of library material.
- Safeguard the Institute's collection of books, journals, theses, e-resources and equipment against loss, damage and misuse.
- Promote a quiet, disciplined and conducive environment for study and research.
- Encourage the effective use of digital library and e-resources, and promote information literacy among students and faculty.
- Uphold copyright law and academic integrity in the use of library and reprographic services.
- Maintain accurate records of collections, usage and services for NAAC, NBA, PCI and AICTE reporting.

3. Definitions

"Institute" means Guru Nanak Institute of Pharmaceutical Science and Technology (GNIPST).

"Library" means the Central Library of the Institute, including its reading halls, stacks, reference section, periodicals section, digital library and any departmental/book-bank collections administered by it.

"Librarian" means the Librarian of the Institute or any library staff member authorised by the Librarian.

"Member" means any student, research scholar, faculty member, staff member or other person enrolled as a member of the Library under Section 7 of this policy.

"Library Material" means books, textbooks, reference works, journals, magazines, theses, dissertations, project reports, pharmacopoeias, standards, CDs/DVDs, e-resources and any other document or equipment held by the Library.

"Library Card" means the membership/borrower card or Institute identity card registered with the Library's automated system and used for issue and return of library material.

"Library Advisory Committee" means the committee constituted under Section 5 of this policy.

"Competent Authority" means the Director/Principal of the Institute, or the Governing Body where specified.

4. Scope and Applicability

This policy applies to all students (B.Pharm, M.Pharm, and Ph.D, as applicable), research scholars, faculty members, technical and administrative staff of GNIPST, and to any external member, alumnus or visitor permitted to use the Library. It covers all library material and services, whether accessed physically within the Library premises or remotely through the Institute's network and subscribed e-resource platforms.

Departmental collections and book banks maintained under the administrative control of the Library shall also be governed by this policy, unless separate rules are specifically notified by the Competent Authority.

5. Library Administration – Library Advisory Committee

The Library shall function under the overall guidance of a Library Advisory Committee, constituted as follows:

- **Chairperson:** Director / Principal, GNIPST
- **Member Secretary:** Librarian, GNIPST
- **Members:** Heads of Departments (or their nominees), one senior faculty nominee from each department, a representative of the Finance & Accounts Office, and two student representatives (one undergraduate and one postgraduate/research scholar) nominated by the Director

The Library Advisory Committee shall be responsible for:

- Framing and reviewing library rules, timings and service policies.
- Recommending the annual library budget and allocation of funds for books, journals and e-resources across departments.
- Approving purchase proposals, subscriptions and renewals of journals, databases and e-resources.
- Reviewing library usage, feedback from members and reports of annual stock verification.
- Recommending the weeding out and write-off of obsolete, damaged or lost library material.
- Meeting at least twice in each academic year, with minutes duly recorded.

The Librarian shall be responsible for the day-to-day management of the Library, including acquisition, technical processing, circulation, maintenance of records, supervision of library staff and enforcement of these rules.

6. Library Timings

The Library shall ordinarily remain open as follows, subject to change by notice of the Librarian with the approval of the Competent Authority:

Day	Library Timings
Monday to Friday (working days)	9:00 AM to 6:00 PM
Saturday (working days)	9:00 AM to 2:00 PM
Issue and return of books	9:30 AM to 5:30 PM (up to 1:30 PM on Saturdays)
During examinations	Extended hours, as notified by the Librarian
Sundays and declared holidays	Closed (e-resources remain accessible remotely)

Note: The above timings are indicative and may be revised by the Library Advisory Committee to suit academic requirements.

7. Membership and Eligibility

1. All regularly enrolled students, research scholars, faculty and staff of the Institute are eligible for membership of the library.
2. Students shall be enrolled as members on admission, upon submission of the Library Membership Form (Annexure I) and production of a valid Institute identity card.
3. Faculty and staff shall be enrolled on joining the Institute, upon submission of the Library Membership Form duly forwarded by the Head of Department/Section.
4. Alumni, retired faculty, visiting faculty and external researchers may be granted reference-only or limited membership with the specific approval of the Librarian/Competent Authority, on such terms and security deposit as may be prescribed.

5. The Library Card/identity card is non-transferable. Members are responsible for all library material issued against their card. Loss of the card must be reported to the library immediately in writing; a duplicate card may be issued on payment of the prescribed fee.
6. Membership of students shall remain valid for the duration of their programme, and that of faculty and staff for the period of their employment, subject to compliance with these rules.

8. Borrowing Privileges

Members shall be entitled to borrow library material as follows, unless otherwise approved by the Library Advisory Committee:

Category of Member	No. of Books	Loan Period	Renewals
Faculty Members	10	One semester	As required
Research Scholars (Ph.D.)	6	30 days	Two
PG Students (M.Pharm)	4	14 days	One
UG Students (B. Pharm)	3	14 days	One
Technical / Administrative Staff	3	30 days	One
Book Bank (eligible students)	As allotted	One semester	Not applicable
External / Alumni Members	Reference only	—	—

Note: Entitlements shown are indicative and may be revised by the Library Advisory Committee. Reference books, pharmacopoeias, current periodicals, theses and dissertations shall not be issued for home use (see Section 11).

9. Circulation Rules – Issue, Return, Renewal and Reservation

9.1 Issue

1. Library material shall be issued only on production of the member's own valid Library Card/identity card, and only through the Library's automated circulation system.
2. Members shall examine the book before borrowing and report any damage, missing pages or markings to the circulation counter; otherwise, the borrower shall be held responsible for such damage on return.
3. Books borrowed shall not be sub-lent or transferred to any other person.

9.2 Return

1. Library material must be returned on or before the due date shown in the system/date slip. If the due date falls on a holiday, the material may be returned on the next working day without overdue charges.
2. The Librarian may recall any issued material before the due date if it is urgently required, and the member shall return it within three (3) working days of the recall notice.
3. All borrowed material must be returned before proceeding on long leave, internship/industrial training, or at the end of the semester, as notified by the library.

9.3 Renewal

1. Material may be renewed for a further loan period, subject to the limits in Section 8, provided no reservation has been placed on it by another member.
2. Renewal requires the physical presentation of the material at the counter, or online renewal where the system permits it.
3. Material with outstanding overdue charges shall not be renewed until the charges are cleared.

9.4 Reservation

1. A member may reserve a book that is currently on loan. On its return, the book shall be held for the reserving member for two (2) working days, after which the reservation lapses.
2. Textbooks in high demand may be placed on short-term loan (overnight or 3-day loan) at the discretion of the Librarian.

10. Overdue Charges, Loss and Damage of Library Material

10.1 Overdue Charges

Library material not returned by the due date shall attract overdue charges as follows:

Period of Delay	Overdue Charge (per book, per day)
First 7 days after due date	₹2
8th to 30th day	₹5
Beyond 30 days	₹10, and borrowing privileges suspended until return
Short-term / overnight loan items	₹10 per day from the first day

Note: Rates are indicative and subject to approval/revision by the Library Advisory Committee. Borrowing privileges shall remain suspended while any overdue material or charge is outstanding.

10.2 Loss of Library Material

Loss of any library material must be reported to the Librarian in writing immediately. The member shall either:

- Replace the lost item with a new copy of the same or latest edition within thirty (30) days, together with a processing charge of ₹100; or
- Pay the current market price of the item (or double the purchase price, where the item is out of print or the current price cannot be ascertained), together with the processing charge.

Overdue charges accrued up to the date of reporting the loss shall also be payable. For multi-volume sets, the member may be required to pay for the entire set if the lost volume cannot be replaced individually.

10.3 Damage and Mutilation

Marking, underlining, highlighting, tearing, cutting, folding or otherwise damaging library material is strictly prohibited. Where material is found damaged or mutilated, the member shall replace the item or pay its cost as under Section 10.2, and may additionally be subject to disciplinary action under Section 18.

All overdue charges, replacement costs and penalties shall be receipted in the name of the Institute through the Finance & Accounts Office or the Library's authorised receipt system.

11. Reference, Periodicals and Special Collections

- **Reference collection:** Reference books, encyclopaedias, dictionaries, handbooks, pharmacopoeias (IP, BP, USP and others), standards, and rare or single-copy books are for consultation within the library only and shall not be issued for home use.
- **Periodicals:** Current issues of journals, magazines and newspapers are for in-library reading only. Bound volumes of back issues may be issued to faculty for a short period (not exceeding three days) at the discretion of the Librarian.
- **Theses, dissertations and project reports:** These may be consulted within the library with the permission of the Librarian. Photocopying or reproducing any portion requires written permission, and due acknowledgement must be given in any subsequent use.

- **Question paper bank:** Previous years' question papers and syllabi shall be maintained for reference within the Library and/or on the digital library platform.
- **Book bank:** Textbooks may be issued for a full semester to eligible students under the Book Bank Scheme, as notified from time to time, and must be returned before the end-semester examinations or as directed.

12. Digital Library and E-Resources

The Library provides access to digital resources, which may include subscribed e-journals and e-books, bibliographic and full-text databases, institutional membership of national networks and repositories (such as the National Digital Library of India and DELNET), an Online Public Access Catalogue (OPAC), and plagiarism-detection software, as available from time to time. The use of e-resources shall be governed by the following:

- E-resources are provided solely for bona fide academic, educational and research purposes of registered members.
- Systematic or bulk downloading of articles or entire journal issues, use of automated download tools, and sharing of login credentials with non-members are strictly prohibited and may result in suspension of access to the Institute as a whole by the publisher.
- Members shall comply with the licence terms of each publisher and platform, which prevail over any general permission in this policy.
- Computers in the digital library are for academic use only. Installation of software, alteration of system settings, use of personal storage devices without permission, gaming and access to objectionable websites are prohibited.
- Remote access to e-resources, where provided, is subject to the same conditions of use as on-campus access.

13. Reprography, Copyright and Academic Integrity

- Reprography (photocopying/scanning/printing) services, where provided, shall be available on payment of prescribed charges, and only for academic purposes.
- Copying shall be limited to reasonable portions permissible under the Copyright Act, 1957 (as amended) and applicable licence terms. Photocopying of an entire book is not permitted.
- Members shall acknowledge all sources used in assignments, project reports, dissertations, theses and publications. The Library shall assist in promoting responsible research practices and, where designated, in similarity checks of theses and dissertations, in accordance with applicable regulations on academic integrity.

14. Code of Conduct in the Library

Every member and visitor shall observe the following in the library:

- Carry a valid identity card/Library Card at all times and produce it on demand by library staff. All entries into the library shall be recorded in the gate register or the automated entry system.
- Maintain strict silence and decorum. Group discussion is permitted only in designated areas, if any.
- Mobile phones must be kept on silent mode; phone calls shall not be made or received inside the reading areas.
- Personal belongings such as bags, files, umbrellas and helmets must be deposited at the property counter. The library shall not be responsible for loss of personal belongings or valuables.
- Eating, drinking (except water in a sealed bottle, where permitted), smoking and chewing tobacco/gutkha are strictly prohibited on the library premises.
- Books taken from the shelves for consultation shall be left on the reading tables or at the designated return point and not re-shelved by members.
- Library furniture, equipment and computers shall be used with care. Rearrangement of furniture and reserving of seats by leaving belongings are not permitted.

- Members shall show all material being carried out of the library at the exit counter for inspection, if requested.
- Library staff are authorised to ask any person violating these rules to leave the library, and to report the matter to the Librarian for further action.

15. Collection Development and Acquisition

The library shall develop a balanced collection that meets the curricular requirements of PCI, AICTE and MAKAUT, as well as the research needs of the Institute. The procedure for acquisition shall be as follows:

1. **Recommendation:** Faculty members recommend books and resources using the Book / Resource Recommendation Form (Annexure II), duly forwarded by the Head of Department. Student suggestions may be submitted through the library suggestion box or online form.
2. **Compilation and screening:** The Librarian checks recommendations against existing holdings, budget allocation and duplication.
3. **Approval:** The consolidated list is placed before the Library Advisory Committee and approved by the Competent Authority, following the Institute's purchase procedure.
4. **Procurement:** Purchase is made through authorised vendors/publishers following the Institute's procurement norms, with applicable discounts.
5. **Accessioning and processing:** New arrivals are accessioned, classified (Dewey Decimal Classification or as adopted), catalogued in the library management software, and displayed in the new arrivals section before being shelved.

Gifts and donations of books and journals may be accepted with the approval of the Librarian, provided they are relevant to the academic programmes of the Institute.

16. Stock Verification, Weeding and Record-Keeping

A physical verification of the library stock shall be carried out periodically (at least once every academic year, or on a rotational basis for large collections) by a committee constituted by the Competent Authority. The report of the verification, including a list of missing items, shall be placed before the Library Advisory Committee.

Obsolete, superseded, badly damaged or irreparable material, and material found missing after verification, may be weeded out or written off on the recommendation of the Library Advisory Committee and approval of the Competent Authority, within such limits of normal loss as may be prescribed. Records of all weeded and written-off material shall be maintained.

The library shall maintain accession registers, circulation records, periodical records, e-resource usage statistics, footfall data and records of library income and expenditure, which shall form part of the Institute's NAAC, NBA, PCI and AICTE compliance reporting. An annual Library Report shall be compiled and placed before the Library Advisory Committee and the Governing Body.

17. Library No-Dues Clearance

1. All students shall obtain a Library No-Dues Certificate (Annexure III) before the issue of admit cards for final examinations, transfer certificates, migration certificates, final mark sheets or degree-related documents, or refund of caution money, as applicable.
2. Faculty and staff shall obtain a Library No-Dues Certificate before relieving on resignation, retirement or transfer, and before release of final dues.
3. The No-Dues Certificate shall be issued only after all library material has been returned and all overdue charges, replacement costs and other dues have been cleared.

18. Non-Compliance and Disciplinary Provisions

Theft, deliberate damage or mutilation of library material, misuse of another member's Library Card, unauthorised removal of library material, systematic downloading or misuse of e-resources, misbehaviour with library staff, or repeated violation of these rules shall be treated as a violation of this policy. Such violations may result in one or more of the following, in addition to recovery of any financial loss caused to the Institute:

- Written warning by the Librarian.
- Suspension or cancellation of library membership and borrowing privileges for a specified period.
- Fine as determined by the Library Advisory Committee.
- Referral for disciplinary action under the Institute's student disciplinary rules or service rules, as applicable.

19. Amendment and Review of Policy

This policy shall be reviewed once every three years, or earlier if required by changes in PCI/AICTE/NAAC/NBA/MAKAUT guidelines, applicable law, or Institute needs. Minor operational changes, such as timings and overdue rates, may be notified by the Librarian with the approval of the Library Advisory Committee and the Competent Authority. Any other amendment shall require the approval of the Governing Body of GNIPST and shall be communicated to all members through official circulars and displayed on the library notice board and website.

20. Approval

These Library Rules and Regulations have been recommended by the Library Advisory Committee and are placed for approval before the Governing Body of Guru Nanak Institute of Pharmaceutical Science and Technology.

**Prepared by
(Librarian)**

Date:

**Recommended by
(Director / Principal)**

Date:

**Approved by
(Chairperson, Governing Body)**

Date:

Annexure I – Library Membership Form

1. Name of Member	
2. Category (UG / PG / Pharm.D / Ph.D / Faculty / Staff / Other)	
3. Programme, Year & Semester / Designation	
4. Department	
5. Enrolment / Roll No. / Employee ID	
6. Contact Number	
7. E-mail Address	
8. Permanent Address	
9. Declaration: I have read the Library Rules and Regulations and agree to abide by them. Signature of Applicant & Date	
10. Recommendation of Head of Department / Section	
11. Library Card No. Allotted & Signature of Librarian	

Annexure II – Book / Resource Recommendation Form

1. Name of Recommending Faculty	
2. Department	
3. Title of Book / Journal / E-resource	
4. Author(s) / Editor(s)	
5. Publisher, Edition & Year	
6. ISBN / ISSN (if known)	
7. Number of Copies Required	
8. Approximate Price (₹)	
9. Course / Subject / Research Area Supported	
10. Recommendation of Head of Department	
11. Remarks of Librarian (holdings / budget)	
12. Approval of Competent Authority	

Annexure III – Library No-Dues Certificate

1. Name of Member	
2. Category & Department	
3. Enrolment / Roll No. / Employee ID	
4. Library Card No.	
5. Purpose (Final Exam / TC / Relieving / Caution Money Refund / Other)	
6. Books / Material Outstanding (if any)	
7. Overdue Charges / Dues Paid (₹) & Receipt No.	
8. Certified that no library dues are outstanding against the above member. Signature of Librarian with Seal & Date	