



CENTRAL LIBRARY
TRIPURA UNIVERSITY (A CENTRAL UNIVERSITY)
LIBRARY RULES AND REGULATIONS

ABOUT THE LIBRARY

The Calcutta University Post Graduate Centre (CUPGC), Agartala, Tripura converted into the Tripura University (State) on 2nd October, 1987. Again it was converted into Central University on 2nd July, 2007. The library caters the need of information of all the subjects. The Library is presently housed in its own 03 storied building having 5415 Sq. meter total floor area out of which 2700 Sq. meter (approx.) are occupied by other wings of the University. It is a fully open access library.

The library is striving hard to meet the pressing demands of the users by rendering various services both through manual & IT based system with the combined efforts of all the library staff members. We are progressing steadily towards fuller automation of the library.

Over the years, the Central Library has developed a lot and may claim to be one of the richest higher educational libraries in the State. The Central Library acts as a crucial resources and learning centre of the University to meet the information needs of its clientele for the growth and overall development of the University. The collection and dissemination of data and information and the creation and sharing of knowledge are the success of the Central Library in the present era of learning.

Before the construction of the library own building, the Central Library was housed in the different buildings and locations with acute shortage of space and technical manpower. The Library is shifted to its own newly constructed 3 storied building in June 2005 having 5415 Sq.mt. total floor area out of which 2700 sq. meter occupied by the other wings of the University. The Central Library building is the most spacious library building in the state. In coming days when the Central Library will be fully functional, the Central Library will be a land mark for Tripura. The library is well furnished with modern furniture and fixtures. The library facilities are heavily used by the students, research scholars, faculty members and visiting faculty members. Moreover scholars from other organizations also use the library facilities. The outsiders and visitors who intend to consult the library are allowed to utilize the facilities.

The Central Library has a collection of 1, 22,095 books and documents presently besides a rich collection of reports, state-of-arts, non-print media, etc. The library subscribes 137 national journals in the area of subjects taught and online e-journals under UGC INFONET program. Approximately 8000 online e-journals with millions full text articles in all subjects/disciplines are usable under the UGC INFONET program presently.

The Tripura University Library is striving hard to meet the pressing demands of the users by rendering various services both through manual and IT based system through combined efforts of all the staff members. We are progressing steadily towards fuller automation of the library.

The library collections of the Central Library, Tripura University are national property and as such are subject to special protection. These rules are designed to ensure that all members may obtain the maximum benefits from library facilities. All members should exercise self-discipline, respect and consideration for others when using the library. By the act of using any facility of the library, a user agrees to abide by these rules of the library.

LIBRARY WORKING HOURS



Monday to Friday	Saturday & Sundays
9.30AM-8PM	11AM-4PM

- ❖ **Bona-fide library members can access the University library during Saturday and Sunday for reading purposes only.**
- ❖ **The Library will remain closed on National and other University notified holidays.**
- ❖ **Lunch Break from 1.30 PM to 2.00 PM**

LIBRARY MEMBERSHIP

- **Library membership is open to Faculties, Officers, Students, Research Scholars, Guest teachers and Non-teaching staffs of the University.**
- **The off-line facilities of Central Library provided to outside scholars engaged in serious reading and research for a short span of time.**
- **Whenever a member leaves/retire he/she has to obtain a No Dues Certificate.**
- **Library cards are Non-Transferable.**

LOSS OF LIBRARY MEMBERSHIP CARDS

- ❖ **The use made of the membership card and of any passwords issued by the Library will be the responsibility of the member to whom they are issued. If the approved library membership card is lost, or stolen, the member will be held responsible until the loss has been reported in writing to the Library Authority.**
- ❖ **In case of replacement of Library Card, the user is obliged to pay Rs 30.00 per card.**

TERMINATION OF MEMBERSHIP

Library Membership shall be terminated for any of the following reasons:

- If the subscription becomes overdue. The Central Library will not serve any notice regarding expire of the membership.
- Member requested in writing for termination of membership and has returned all borrowed items, Library Membership Card and Receipt of the Security Deposit.
- If the member becomes of unsound mind or insolvent or convicted of a criminal offence.
- The Library Authority in shall have the power to terminate the membership of any individual or institution without assigning any cause.

NUMBER OF BOOKS AND LOAN PERIODS

Category	Number of Books	Loan Periods	An overdue charge of Rs. 0.50(Students) per day per volume will be collected for returning the books after the due date borrowed by them.
All regular Teaching Faculty	20	01 Year	The Loan period may be shortened by the librarian if the books are on special demand. Books given for loan may be renewed for a further period provided no other reader has reserved the same. A member can reserve a book which is on loan, by filling a prescribed form available at circulation section. The Librarian reserves the right to recall any books from any member at any time.
Contractual/Guest Faculty Officers	05	30 Days	
Non-Teaching Staffs	05	01 Year	
Research Scholar	03	30 Days	
Pre-PhD. Research Scholar	05	14 Days	
Post Graduate Students	02	14 Days	
	04	14 Days	

LOSS OF BOOKS

- Loss of book by the borrower should be reported to the Circulation immediately to avoid fine. Further, the borrower shall either replace the book within 15 days, or have to give 7 times of the cost of the book.
- If the book of a multi volume set is damaged or lost, the library member shall be liable to replace the whole set or pay 7 times the cost of the same.

GENERAL RULES

- Members shall observe silence in the reading halls;
- Don't use cell phone in the Library;
- Members shall not engage in conversation in any part of the library so as to cause annoyance to any other reader;
- Members shall not smoke, or spit in any part of the library;
- Members shall not write upon, damage or mark any book belonging to the library;
- Members shall not shelve books and periodicals as that disturb the prescribed order, please keep the books on the reading table;
- Members are responsible for any damage caused by them to the books or any other property belonging to the library and shall be required to pay the penalty imposed upon them by the Librarian;
- The members caught tearing pages/stealing of books will be suspended forthwith from using the library facilities and further disciplinary action will be initiated against them by the University and also the borrower shall either replace the book within 15 days or 7 times the cost of the book as well as same for multi volumes set of books;
- Readers are advised not to leave their precious and valuable items like money, passport, credit card etc. at the Property Counter;
- Members shall not bring personal belongings (including Books and other printed material) and library books borrowed by them inside the library;
- Members leaving the library should stop at the exit so that the material borrowed or taken out of the library by them may be checked;
- Upon any infringement of the library rules members shall forfeit the privileges of admission and membership of the library;
- The Librarian reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner.
- Members will not be allowed to use the library in the absence of the membership card.
- A borrower should not borrow documents in other's name.
- Member must report any mutilation found in books before borrowing, otherwise the last borrower is liable to pay for damages when the books are returned and/or the Library authority finds the mutilation.

E Resources

The use of online resources is governed by copyright law and by the terms of the license agreement between Tripura University and the publishers.

- Internet facility is open for the registered users of the Library only. No outsider will be allowed to use this facility.
- Readers are allowed searching the content of the online services.
- Readers are allowed to downloading, saving and printing limited data and articles for personal and academic uses only.
- Users are advised to help in identifying the unauthorized users, since this facility is for the registered users.
- It is our collective responsibility, as far as the safeties of the systems are concerned. Please bring to the notice of the Librarian any misuse of the systems.
- Librarian reserves the right to stop extending this facility to a person found misusing, apart from initiating action as per the rules by the University Authorities

- Readers are not allowed downloading entire collection of data or entire issues of a journal or conference is violation of copyright law.
- E-Resources are not use for any commercial purposes.

LIBRARY MATERIAL- NOT FOR CIRCULATION

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| 1. Reference Books, | 2. Serial Publications, |
| 3. Thesis Dissertations | 4. CD/DVD |
| 5. Loose issues | 6. Bound volumes of periodicals. |

Reprography Services

Working Hours: 10 AM to 5 PM (Monday to Friday)

- Photocopy/Xerox facility is available inside the library to copy library material at the rate of Rs 0.50 per page keeping in mind the Copy Right Act.
- Lamination facility is available;
- Spiral Binding, Stick Binding is available.

LIBRARY INFORMATION

- All general notices about Central Library and Library Resources will be available on the information display board.
- Members may request notices to be sent by post. However, the Library is unable to accept responsibility if a member does not receive a particular notice by a certain time or at all.