



## College of Pharmacy, Dehradun

| Rev. | Implementation Date      | Approved by |
|------|--------------------------|-------------|
| 1    | Effective from July 2022 | Principal   |

### LIBRARY RULES

1. Silence shall be observed strictly in the Library; it should be ensured that no reader feels disturbed in their study.
2. All the students shall produce their Identity Card at the Library entrance and mark their attendance on ERP through Barcode reader at the time of entry & exit.
3. Readers and visitors are requested not to bring their belongings into the Library.
4. Please keep your mobile phone, bags, personal books & study materials, etc, in the property counter before entering the Library. The students are requested to take care of their belongings.
5. Members are responsible for all books borrowed against their ID cards. The issues are not transferable.
6. Students are required to produce their ID card at the time of borrowing books.
7. Five textbooks will be issued to student members on loan for a period of 15 days.
8. Reference books and Journals will not be issued, but are available for study within the Library.
9. Tearing of sheets from books and newspapers is strictly prohibited and is punishable.
10. Members must satisfy themselves that the books are in good condition before they leave the counter. If any damage is noticed, the same must be immediately intimated; otherwise, they will be held responsible for any damage.
11. In the event of any books being lost, they shall be replaced by another copy by the concerned and levied. In case the borrower is unable to replace the cost of books and overdue charges, if any, will be levied from the borrower.
12. Final year students should return all the books and surrender Library ID cards upon completion of the course and obtain a “No Dues certificate.”
13. Users are requested to return the books/documents to the shelf after reading.
14. Reprography services shall be available at the COP Library.
15. Smoking, Eatables, and use of mobile phones are strictly prohibited inside the Library Premises.
16. Students are requested to visit the library in formal attire with ID cards.
17. Utmost care should be taken by all to keep the Library clean.
18. The Library Rules and Regulations may be modified from time to time and shall be binding on all concerned.

## Library Committee

The library shall be managed and administered by a Library Committee under the supervision and control of the Chairman of the “Library Committee”. The Library Committee is responsible for the performance of its duties.

### Composition of Library Committee:

| Sl. No. | Designation      | Description   | Role             |
|---------|------------------|---|------------------|
| 1       | Chairperson      | Senior Faculty Member, Rank of Professor                                | Chairperson      |
| 2       | Member           | Senior Faculty Member, Rank of Associate Professor/ Assistant Professor | Nominated by HOD |
| 3       | Member Secretary | Librarian as Member Secretary   | Member Secretary |
| 4       | Student Member   | Two students  | Member           |

**Term:** The Term of the Library Committee will be two years.

**Meetings:** The Library Committee will meet at least twice a year

**Quorum:** Attendance of 1/3 of its total strength is considered the quorum for the meeting.

### Functions & Objectives of the Library Committee:

The Library Committee shall act as a governing body to the library, to oversee:

1. To acquire, organize, and update the library collection of learning resources to support the teaching-learning process
2. To encourage students to read beyond the requirements of the curriculum.
3. To work with faculty in integrating information sources and the use of technology in learning.
4. To equip the students and teachers with the effective use of learning resources.
5. The function of the library committee is to support the functioning of the library, to facilitate the library development plans by advocating for the library development activities with the management.
6. The Committee’s main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute administration.
7. The Library Committee acts as a channel of communication and dialogue between the library and its users.

### Library Timings

The Library remains open from 09.00 AM to 05.00 PM Midnight on all working days except Sunday & Saturday.

| S.No | Days             | Open Time | Close Time     |
|------|------------------|-----------|----------------|
| 1    | Monday to Friday | 09.00 AM  | 05.00 Midnight |

### Library Services

Members are free to seek the assistance of Library staff in selecting reading material, checking references, compilations of bibliographies, procurement of documents, etc.

Members are free to recommend new books or Journals for the library and to suggest improvements in Library services.

### **Library Budget**

A budget is an important document for the planned and successful operation of a library. It coordinates between the policies, information of exchange programmers, and finance and Administrative functions. Preparation of the budget provides an opportunity for timely review and reevaluation of the changed needs of library consumers and its resources.

### **Reading Hall**

1. Keep Silence in the reading hall.
2. Eatables are not allowed inside Reading Hall.
3. Every student must have his/her Identity Card while entering the reading hall.
4. Magazines, Newspapers, Question Paper sets, and Reference books are not allowed to be taken outside the library.
5. Strict action will be taken for any misbehavior in the reading hall.

### **Digital Library:**

- a. Internet / Digital facility is for all students.
- b. Playing games, chatting, downloading any pictures/ songs, videos & misuse of the internet is not allowed.
- c. Do not save any material on the PC.
- d. Printing/Downloading is allowed.

### **Library Internet / E-Journals and E-book Service**

The library provides individual user ID and its password to users for making use of e-resources for INFLIBNET N-LIST, Delnet, and Other databases are made available through IP-based access.

### **Library OPAC**

The resources of the library have been computerized with integrated. Computers are installed at the entrance to locate library resources. Users can search the resources by author, title, subject, key words etc.

### **Scanner / Reprography Facility**

This is another area where the photo copying service is provided to student and staff members to facilitate the prompt information and service.

Approved By  
Principal