

**FACULTY OF ARCHITECTURE & PLANNING**  
**DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY**  
**TAGORE MARG, LUCKNOW**

**LIBRARY RULES**

**Timings**

**LIBRARY WORKING HOURS** : **12.00 P.M. - 07.00 P.M.**  
**ISSUE RETURN TIMINGS** : **12.15 P.M. - 06.45 P.M.**

1. No personal belongings except wallet and notebooks shall be allowed in the library. All other belongings including diary, mobile phone, tablet and laptop etc. shall be kept in the pigeon box placed at the Library entrance.
2. Every user entering the library shall sign the Visitors' Register for the purpose of records for office use.
3. The students shall maintain silence within the Library Premises.
4. The students are liable for punishment and fine, if they either misbehave or damage Library books or any other property. Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way and stealing of books will be viewed very seriously. In such case, the last user will be held responsible unless he shows the Library Staff at the time of issue that the book has been previously marked of damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage; the book will have to be replaced.
5. Issue and return of books and other reading materials shall take place as per schedule:
  - Each student shall be provided 02 books at a time.
  - Books will be issued against borrowers' card (I-card/Smart Card) only.
  - The borrower is fully responsible for the books issued against the cards issued to him/her.
  - New card (s) will be issued only against a payment of Rs. 200.00 per card.
  - Books are issued to the student for two weeks only. The students have to return or renew the books on or before the due date.
  - Student may reserve a title by submitting his desires, on the prescribed requisition slip / on line public access catalogue (OPAC).
  - If more than one student desires the same title to be reserved for issuance, then the claim will be decided on "first come first served" basis.
  - Renewal the books may be allowed for a further period of two weeks, provided any other student has not called the concerned book for issuance. Renewal for a maximum two subsequent turn shall be allowed for a book.
  - Renewal will be done only on the physical presentation of the books.
  - If a borrower fails to return the books in time; a late fee @ Rs. 3.00 per day per book will be levied.
  - No books will be issued if late fee is above Rs. 200.00 and fine as mentioned above will be payable till the date of return of the book(s).
6. Reference books, unbound periodicals/journals & theses will not be issued generally.
7. The Librarian shall have the power to refuse the issuance of a book to any member or may recall any book without assigning any reason therefore.
8. If any book issued to a user is lost, the amount of penalty is as under:
  - a) Replacement of the lost book will be permitted with latest edition of the lost book.
  - b) Thrice cost of the lost book.
  - c) If the price of the lost book is less than Rs.50/-, the recovery will be equal to the cost of book plus Rs. 100/- as penalty.
  - d) In the case of unpriced publication, the replacement cost (xeroxing, papers etc.) and the binding charges may be recovered along with Rs. 250/- as penalty. The final decision in such case will be taken by the library committee with due approval of the principal.
9. The students will be required to surrender all the books issued to them and obtain a **NO DUES CERTIFICATE** at the end of each semester before the commencement of the semester examination.
10. Photocopy of reading materials of the reference section (except thesis and dissertation) would be made available on prior payment of Rs.01.00 per page, at fix timings 01.00 P.M. and 06.00 P.M.

**Smoking, Spitting and Talking in the Library is**  
**STRICTLY PROHIBITED.**