

Gopal Narayan Singh University, **Jamuhar, Sasaram, Rohtas (Bihar)**

A State Private University established under the Bihar Private University Act-2013



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IQAC (NAAC)
Gopal Narayan Singh University
Jamuhar, Sasaram, Rohtas (Bihar)

LIBRARY POLICY


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LIBRARY POLICY

1.	INTRODUCTION	
	The Library Policy of Gopal Narayan Singh University (GNSU) outlines the rules, responsibilities, and services of all libraries within the university, including the Central Library (Medical), departmental libraries, and digital resources. The policy ensures that the library system supports academic, research, and professional development of students, faculty, and staff across all disciplines.	
2.	OBJECTIVES	
	2.1	To provide accessible, equitable, and quality learning resources.
	2.2	To support teaching, learning, research, and lifelong learning.
	2.3	To integrate ICT and digital platforms for enhanced academic experience.
	2.4	To maintain an organized, efficient, and modern library infrastructure.
	2.5	To promote academic integrity and proper use of resources.
3.	SCOPE	
	This policy applies to:	
	<ul style="list-style-type: none"> ❖ Library (Medical) ❖ Departmental Libraries ❖ Digital Library Services ❖ Library Users: Students, Faculty, Research Scholars, Administrative Staff. 	
4.	MEMBERSHIP & ACCESS	
	4.1	Students and Faculty: Automatically enrolled on admission or appointment.
	4.2	Researchers and Scholars: Access to digital databases with login credentials.
	4.3	Alumni/Visitors: Reference access with permission from the Library Committee.
5.	Circulation & Borrowing Rules	
	Category	No. of Books
	UG Students	3
	PG Students	5
	Category	No. of Books
	Faculty	10
	Research Scholars	8
	Loan Period	Loan Period
	15 Days	15 Days
	30 Days	30 Days
5.1	Renewal allowed twice if not reserved.	



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	5.2	Overdue fine: ₹2/day/book.
	5.3	Lost books must be replaced or cost reimbursed.
6.	LIBRARY SERVICES	
	6.1	Automated ILMS: Vmedulife and School ERP
	6.2	OPAC Access: For catalog search and reservations.
	6.3	Wi-Fi Enabled Reading Rooms
	6.4	Photocopy, Print & Scan Services
	6.5	Reference & Research Assistance
	6.6	E-Resource Access & Remote Login
7.	DIGITAL & E-LIBRARY ACCESS	
		a. E-content, journals, and lecture notes through institutional LMS. b. Regular digital literacy training for students and faculty.
8.	Library Usage Guidelines	
		a. Silence must be maintained. b. Food, drinks, and mobile phone use not permitted inside reading areas. c. Personal belongings not allowed beyond designated zone. d. Misuse or damage of resources may lead to disciplinary action.
9.	LIBRARY COMMITTEE	
	The Library Committee oversees:	
	9.1	Fund allocation and utilization
	9.2	Subscription approvals
	9.3	Resource procurement
	9.4	Policy implementation and review
	Composition:	
	9.1.1	Dean (Chairperson)
	9.1.2	Librarian (Member Secretary)
	9.1.3	Faculty Representatives from each department
	9.1.4	Student Representative
	9.1.5	IT Officer
10.	ACQUISITION & FUND ALLOCATION	
	10.1	Annual fund allocation for books, journals, digital resources.
	10.2	Priority to academic program needs and user requests.
	10.3	Fund utilization monitored through Library Committee meetings and utilization records.

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11.	PRESERVATION & MAINTENANCE	
	11.1	Regular audit and physical verification.
	11.2	Binding and repair services for old books.
	11.3	Environmental control (humidity, lighting) in stack areas.
	11.4	Digital backup of institutional knowledge.
12.	CODE OF CONDUCT	
	12.1	Library users must carry valid ID cards.
	12.2	Plagiarism and academic dishonesty are strictly prohibited.
	12.3	Borrowers are responsible for the resources issued to them.
	Library Procurement Policy:	
	Books:	
	12.1.1	Faculties are requested to visit the library after the allocation of subjects to check the availability of their required books. If desired books are not available in the Library then they are required to submit book recommendation form (Annexure: I) to the library (Approved by the respective Dean/HODs) as earliest.
	12.1.2	Faculty are requested to avoid local publication books for maintaining the Library standard.
	12.1.3	Faculty are requested to give their required book quantity as per library policy "One Copy per Six Students", if maximum syllabus is covered.
	12.1.4	To fulfilling the requirement of library books, the same will be purchase according to council; number of books and title.
	12.1.4	The Library will prepare the final list (After cross checking the delicacy) of books and obtain approval from the concerned authority within a week & forward the same to Procurement Department.
	Journals & Magazines/ e-Journals:	
	12.1.5	The department wise list of print and e-Journals are compiled and forwarded to the respective Dean/HODs before placing them in the Library committee meeting.
	12.1.6	New required Journals/ Magazines/ e-Journals will be subscribed by calendar year wise.
	12.1.7	For renewal of previously subscribed Journals/e-Journals, review their usage statistic for continue or discontinue them.
	12.1.8	Previous year Journals/ Magazines/ standards/ Acts issues etc. will be purchase as and when required.
13.	FEEDBACK AND SUGGESTIONS	
	13.1	Users may submit feedback and resource suggestions via suggestion box, email, or during periodic surveys conducted by the Library Committee.
14.	REVIEW OF POLICY	
	14.1	This policy shall be reviewed biennially by the Library Committee to incorporate changes based on evolving academic and technological needs.

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Annexure: 1

Books Recommendation Form

Name of the course:

Date:...../...../20...

Name of the Faculty/Department:

Form No.

Term:

No. of Student in the Class:

S. No.	Information about Books					Type of Books		Whether prescribed in the syllabus (Y/N)	Required Copies *	Name of the faculty recommending Books*	For Library Books	
	Title *	Author*	Publisher*	ISBN	Price (Rs)	Reference (Y/N)	Text (Y/N)				Available copy in the library	Total required copy
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

*Mandatory fields

Signature of the HOI

Signature of the Library In-Charge


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