

University of North Bengal

ACCREDITED BY NAAC WITH GRADE A

University Library



ENLIGHTMENT TO PERFECTION

NEW LIBRARY MEMBERSHIP RULES FOR DIFFERENT MEMBERS: AT A GLANCE

SN	DESIGNATION	NO OF BOOKS /TITLES	DURATION	FINE	LIBRARY CAUTION DEPOSIT
1	UNIVERSITY PERMANENT TEACHERS	30	1 YEAR	Re .1.PER DAY/BOOK	-
2	UNIVERSITY CONTRACTUAL TEACHERS	8	30 DAYS	DO	-
3	UNIVERSITY PERMANENT OFFICERS	20	1 YEAR	DO	-
4	UNIVERSITY CONTRACTUAL OFFICERS	8	30 DAYS	DO	3000 (REFUNDABLE)
5	PRINCIPAL, COLLEGE TEACHERS/LIBRARIANS OF AFFILIATED COLLEGES	4	30 DAYS	DO	3000 (REFUNDABLE)
6	REGULAR RESEARCH SCHOLARS, PROJECT FELLOW & RESEARCH ASSOCIATES OF THE UNIVERSITY	10	30 DAYS	DO	2000 (REFUNDABLE)
7	P.G /UNDERGRADUATE STUDENTS	5	15 DAYS	DO	200 (NON-REFUNDABLE)
8	MPHIL STUDENTS	6	30 DAYS	DO	500 (REFUNDABLE)
9	DIPLOMA STUDENTS	5	15 DAYS	DO	200 (NON-REFUNDABLE)
10	NON-TEACHING EMPLOYEES	4	1 YEAR	DO	-
11	CONTRACTUAL /CASUAL NON-TEACHING EMPLOYEES	2	30 DAYS	DO	2000 (REFUNDABLE)
12	RETIRED TEACHERS	2	30 DAYS	DO	1000 (REFUNDABLE)

13	TEMPORARY MEMBERSHIP (HOME UNIVERSITY)	READING FACILITY	1 YEAR	-	100 (NONREFUNDABLE)
14	TEMPORARY MEMBERSHIP (OTHER UNIVERSITY)	READING FACILITY	6 MONTHS	-	500 (NON-REFUNDABLE)
15	ANY OTHER PERSON WHO INTENDS TO USE THE LIBRARY	READING FACILITY	6 MONTHS	-	2000(NON-REFUNDABLE)
16	PHD COURSE WORK	2	30 DAYS	Re .1.PER DAY/BOOK	1000
17	PARTICIPANTS OF UGC HRDC COURSES	READING FACILITY	DURING THEIR COURSE	-	-
18	DIRECTORATE OF DISTANCE EDUCATION	READING FACILITY	2 YRS	-	-

LOSS OF LIBRARY CARD:

In case of loss of library card, a user should lodge a General Diary to the nearest Police Station and immediately report to the Librarian. Duplicate card may issue on payment of a fine of Rs. 100.00.

FINE:

Library Users of all categories should return the books borrowed by him/her within the due date. If he/she fails to return the book within due date, a fine of Re.1.00 per day each book would be charged.

LIBRARY CAUTION DEPOSIT:

Library Caution Deposit is refundable while obtaining a clearance certificate from the library and must be claimed within three years of cessation of membership otherwise the deposited amount will automatically be forfeited. Modalities of reimbursement will be made by the office of the Finance Officer, University of North Bengal.

LOSS OF BOOKS:

- a) Replace the books/documents by same edition or latest edition, or,
- b) Reimburse the price as per Accession Register + @20% p.a. of the price as penal charge from the accessioning date. Any fraction of a year is treated as a whole year.