



# **REGULATIONS**

**relating to**

## **The Use of Library**

**UNIVERSITY OF SCIENCE & TECHNOLOGY,  
BANNU**

# UNIVERSITIES OF SCIENCE AND TECHNOLOGY BANNU

## Library Rules

1. The following classes of persons shall be permitted to draw books from the library for use at home, as soon as they have presented to the Librarian Incharge an application form duly filled in and signed.
  - a. Follows of the University.
  - b. Members of the teaching staff of the university, and of affiliated colleges and librarians incharge of libraries of affiliated collages if recommended by the principal of the collage concerned
  - c. Members of faculties and officers of the university
  - d. Heads of the Pakistan and Provincial Government Departments residing within the jurisdiction of the University of Science and Technology Bannu, in their official capacity on a reciprocal basis.
  - e. Students of the various teaching departments and constituent professional colleges of the university graduates students actually on the roll of the affiliated colleges, and III and IV years students of the University of Science and Technology Bannu.
  - f. Librarians with the approval of the authorities of the recognized libraries, , on a reciprocal basis
  - g. Such other applicants as are permitted by the Vice Chancellor for special reasons to be recorded by the library committee, to draw books.
  - h. The officers of the Forest Institute and Academy for Rural Development on reciprocal basis.
2. A card known as the Borrower's card shall be issued for each of the person entitled to draw books from the library under Rule 1. Such cards shall be strictly "nontransferable" and will be issued free of charge. In case a member loses his card a duplicate will be issued on payment of Rs. \_\_\_\_\_ only.
3. Borrowers shall be responsible for the books issued on their cards. They will have to replace the books lost, within the time specified by the librarian, failing which the cost of replacement, as assessed by the librarian will be debited to the borrower's account.
4. Under graduates on the rolls of affiliated colleges and such other casual visitors as my obtain the special written permission of the librarian will be permitted to use the library for purposes of reading and reference.
  - (i) Borrowers of classes (a).(d) and (h) will be allowed to draw to draw four volumes at a time and retain them for a period of one month.
  - (ii) Borrowers of classes (e) and (f) may also draw four volumes at a time but they may not keep them for more than tow weeks.

(iii) Borrowers of class (b) may draw six volumes at a time and will be allowed to retain them for a period of one month.

6. No books shall be issued to a student member unless he present his borrower's card in person

7. Books shall be divided into the following categories:

- a. All specially valuable works
- b. All works permanently or temporarily reserved for reference use only
- c. Books reserved for study purposes on the premises of the library.
- d. All current issues of periodicals.
- e. Books recommended by the university professors or heads of the teaching department for various examinations.
- f. Books in great demand
- g. All other books.

Books in (a) shall not be removed from the library. Books in (b) may be borrowed for over night use only. Titles in (c) may be borrowed from the library for three days, only after receipt of the next issue in the library. Books in (d) may be borrowed for 3 days and those in (e) for one week only. Title in (f) may be borrowed and retained according to the provision of rule 5 above. B books may be classified into the above categories as the discretion of the librarian.

8. Books not in great demand may be renewed on request at the discretion of the librarian.

9. Delay fine will be chargeable from all borrowers, without any exception as under

For books issued for overnight use  
at rate Rs.....

For books issued for 3 days use at  
rate Rs. ....

For books issued for 7 days use at  
rate Rs. ....

For others books.....

The librarian may refuse to lend books to any person who fails to clear the fine and will send the names of the defaulters to the authorities for the realization for the fine after giving due notice.

10. The materials borrowed from the library are supposed to be brought into the personal use of the members only. Any misuse of the library materials should be reported by the librarian to the head of the department of the borrower concerned with a copy of the report to the Vice Chancellor.