



GALGOTIAS
UNIVERSITY

Galgotias University Library

16th February 2021

Library Policy

1. Working Hours:

- Library opening hours on all working days is from 8:00 A.M. to 8 P.M.;
Sundays from 9:00 A.M. to 5:00 P.M.
- The Issue/Return transaction counters are kept open from 8:00 A.M. to 7:00 P.M. during weekdays and on Sundays from 9:00 A.M. to 4:00 P.M.
- Library extends the opening hours up to midnight during examinations.
- Hostel Library Reading Hall is kept open throughout the week from 6 PM to 6 AM.

2. Library Membership to GU Community:

Free membership of the Library is given to all the students, research scholars, faculty and staff of Galgotias University.

3. Library Membership to GU Alumni:

GU Alumni are permitted to get the Library Membership and use the Library Facilities, if they produce the written permission from the Director/Vice Chancellor of the College/University for 30 days with deposit of Rs. 1000/- (Refund – Rs. 500/-)

4. Loan Privileges:

Item Category	Borrowers Type	No. of Books	Loan Period	Overdue Charges
BOOKS	Faculty Members	6	One Semester	Rs.5/- per day for each overdue item
	Non-Teaching Staff	4	One Semester	
	Research Scholar	6	1 month	
	PG Students	6	14 Days	
	UG Students	4	14 Days	
NON BOOK MATERIAL	Faculty	2	2 Days	
	Students	2	2 Days	



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5. Rules and Regulations of Circulation:

- (a) Patrons must check the physical condition of the book(s)/Non-Book Material at the time of issue.
- (b) Patrons can reserve the books at the Circulation Counter or through the OPAC in case the particular book has already been issued.
- (c) Reference material such as encyclopaedias, reference books, theses, dissertations, project reports and periodicals are to be consulted within the Library only.
- (d) Theses/Dissertations/Project Reports are not allowed to be photocopied.
- (e) The Library keeps the right to recall any issued book(s)/Non-book material before the due date.

6. Issue of Documents:

GU Community members with Galgotias University ID Card and GU Alumni with Adhaar Card are allowed to use the lending services of the library documents.

7. Return of Documents:

The library borrowings returned on or before due date are acknowledged through KOHA ILMIS by scanning or swapping the document and user's ID. Whenever any specific demand for a particular book arises, the book holder (student/faculty) can be notified to return the books before the due date.

8. Overdue Charge/ Fine:

If the documents are not returned or renewed on or before due date, an overdue fine of INR 5/- per day for each overdue item is charged from the defaulting user. Overdue fines cap is used for 200 days. The collected fine amount is remitted at the University Account Office fortnightly, recorded in the register and the receipt received from the Account Office is filed.

9. Renewal of Documents:

Renewal can be done for a book for another period if there is no demand from other students/faculty.



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10. Reservation of Books:

Users can reserve the book(s) they wish to borrow which issued to other users. The user will be intimated over phone or email as and when the reserved document is returned and is available for issue.

11. No Dues Certificate:

All Schools of the University will ensure that a No Dues/No Demand Certificate is taken from the Library by students, research scholars, faculty and staff working under them on their completion of studies, for collecting degrees, for higher semester, annual clearance, on promotion, resignation or superannuation.

12. Loss of Documents:

If the library borrowing(s) is lost or seriously damaged, the users must:

- (a) Replace it with the new library edition of the lost book(s)/document or
- (b) If book(s)/document is out of print, pay two times of the price of its new edition.
- (c) In case of loss/damage of any issue of a print journal, it has to be replaced with the same periodical or cost of the entire volume must be paid.
- (d) In case of loss/damage of a single part of a multi-volume periodical, the volume has to be replaced or cost of the complete set will be recovered from the borrower.
- (e) The library has the right to suspend the library services to the defaulters till the recovery is made

After the document is replaced by the borrower, the new copy must be accessioned and the same Accession Number and Call Number should be assigned.

13. General Library Rules and Regulations:

1. Library Patrons should always carry their ID cards while visiting the Library. In case, a student does not produce it, he/she may not be permitted to use the library facilities.
2. All students/research scholars visiting the library shall deposit their belongings and bags at the property/belongings counter.
3. Eatables and beverages are prohibited to bring in the Library.
4. All should maintain strict silence inside the library, engaging in discussion /conversation/ group study inside the reading area is strictly prohibited.
5. All users while leaving the library must show all books, papers, folders, etc. in their possession before exit.



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6. Users should not mark, cut, deface, mutilate or damage library book(s) and other resources. If anyone is found doing so, he/she will be charged the full replacement cost of the book(s) or resource. Books borrowed should be protected from rain, dust and insects etc.
7. The library keeps the right to call back any issued book(s)/item at any time.
8. Books, journals, etc. taken for reading from the shelves, if not required for reference, should left it on the table nearest to them. Students should not try to re-shelve the books themselves.
9. There will be an overdue charge of Rs.5/- per book per day after the due date.
10. Mobiles phones are to be kept on silent mode or switched off in the library reading halls to maintain dignified silence.
11. Computer terminals should be used are for educational purpose.
12. Copyright Law should be strictly followed by all users when making copies of library materials.

Users violating the rules of the library shall be accountable to forfeit the library privileges and its services and their library membership is liable for termination.

Hayat
16/2/21

(Dr. Hayat Ahmad)

University Librarian

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Central Library

05th July 2021

Library Policy – Annexure 1

**Library Policy on archiving of PhD Theses, Dissertations, and
Project Reports in Physical and Digital form**

The following Library Policy must be followed by the schools in order to maintain the physical and digital record of Galgotias University publications such as PhD theses, dissertations, and project reports:

- (a) The students has to submit a digital copy of dissertations and project reports to the designated Library Incharges/IR Coordinators of the respective schools in single PDF (Portable Document Format) file containing the complete dissertations/project reports along with all signed certificates and annexure as per the ethical rules of the University.
- (b) Certificate of Plagiarism of each PhD Thesis/ Masters Dissertation/ Project Report is to be issued by the Librarian after checking the plagiarism through Ithenticate.
- (c) The COE shall send over the hardcopy and softcopy of the PhD Thesis to the Library after the ODC and Viva Voce, University Librarian will be included in the CC on the notification of degree issued.
- (d) The Soft copies of Dissertations and Project Reports for archiving in the Institutional Repository shall be handed over to the Librarian by using the handover form (GU-LIB-H1).
- (e) The Hard Copies of Project Reports and Dissertations shall be handed over to the Central Library by the schools by using handover form (GU-LIB-H1).
- (f) Logbook of each entry of receiving of each publication has to be made by the Library staff, counter signed by the Librarian on handover form (GU-LIB-H1).
- (g) The Library will issue a No Dues Certificate to research scholars and students after ensuring that digital and physical copies of their theses, dissertations, and project reports have been submitted to the Central Library through the proper channels and that a research scholar's PhD thesis has been uploaded on Shodhganga.



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Central Library

PHD THESIS/DISSERTATIONS/PROJECT REPORTS HANDOVER FORM (SOFTCOPIES AND HARDCOPIES)

Date:

Name of the School:

Name of the Library Incharge/IR Coordinator:

Sr. No.	Student Name	GU ID No	Academic Year	Program Name	Semester	Title of Research/ Dissertation/Project Report	Supervisor's Name

Dean Signature

-----GU-LIB-H1-----

Librarian Signature

