

केन्द्रीय संस्कृत विश्वविद्यालय  
श्री सदाशिव परिसर, पुरी (ओडिशा) - ७५२००१  
Central Sanskrit University  
Shree Sadashiva Campus, Puri (Odisha)-752001

Notice No. ...216.....

Date: 31.07.2025

This is to inform all students, research scholars, faculty, non-faculty that in accordance with the instructions and guidelines received from the University Librarian, Central Sanskrit University, New Delhi a standardized set of Library Rules and Regulations has been formulated. These rules shall come into immediate effect and will be applicable to everyone using the library facilities.

All are Kindly requested to go through the attached Library Rules and Regulations carefully.

**Enclosure:** Pandit Harihar Dash Library Rules and Regulations

(Prof. Prabhat Kumar Mohapatra)

DIRECTOR

Copy for information and necessary action to: -

1. All Faculty Members, Non-Faculty staff, Students, Research Scholars CSU, SSC, Puri
2. Academic Section, CSU, SSC, Puri
3. Accounts Section, CSU, SSC, Puri
4. Professional Assistant (Library I/c), CSU, SSC, Puri
5. Office, CSU, SSC, Puri
6. Notice Book/Notice Boards/Email(s)/Library website/Online groups for mass circulation, CSU, SSC, Puri

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**पंडित हरिहर दाश पुस्तकालय/Pandit Harihar Dash Library**

**RULES & REGULATIONS**

Date: 31.07.2025

The following rules and regulations related to the library will be applicable with effect from the date of release.

**A) LIBRARY HOURS:**

1. The library functions for nearly **8 a.m. to 8.p.m. (Monday to Friday)** and **10 a.m. to 6 p.m. (Saturday)** during the academic session.

*(Library hours are subject to change from time to time and all changes in timings are duly notified on the library notice board.)*

The library is open round the year except on National and closed holidays.

**2. Facility Timings:**

Please refer to the table below for the reading room and book circulation hours.

Sl. No.	Facility	Days	Timings
1.	Reading room	Monday to Friday	8.00 AM - 8.00 PM
		Saturday	10.00 AM - 6.00 PM
2.	Circulation of books	Monday to Friday	10.00 AM - 6.00 PM

**B) ELIGIBILITY FOR LIBRARY MEMBERSHIP**

- Students enrolled in various regular courses of the University across different campuses in India, including the headquarters at New Delhi, are eligible for library membership.
  - A Membership Form must be filled out to obtain a Library ID Card. Available at library website & No membership fee will be charged.
- Faculty members (Regular/Contract/Guest) and Non-Faculty staff (Regular/Contract) of the University are also eligible for library membership.
- A special category of membership is available for readers who are not affiliated with the university, such as retired individuals and scholars, subject to the following conditions:
  - Membership Fee:** A non-refundable fee of Rs. 500 per person for a duration of 12 months.
  - Caution Deposit:** A refundable deposit of Rs. 2,500 per person.
  - Book Loan Period:** Members may borrow up to 2 books for a loan period of 30 days.



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**C) GENERAL RULES**

1. Reader must enter in the library with library user ID card.
2. Library membership card is non-transferable.
3. Reader must make a proper entry in the visitor's record while visiting the library.
4. Readers must observe strict silence inside the library.
5. The use of mobile phones is not permitted inside the library premises.
6. Readers are not allowed to carry eatables/drinks inside the library premises.
7. Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the library except inside the reading room.
8. Personal belongings like bags, umbrellas, helmet, etc. should be deposited at the Property Counter. These items are not allowed inside the library. Library will not be responsible for any loss of personal belongings.
9. Readers are advised not to leave their valuable items like laptop, mobile phones, money, passport, credit card etc. at the Property Counter. Library will not be responsible for any loss of valuable items.
10. Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters.
11. Readers should not carry books from one area or floor to another. After consulting books issued on Daily basis it should be left on the re-shelving table.
12. Readers should avoid talking or discussing, as it may disturb others. Reading halls/rooms/areas are meant for individual study and research only.
13. Users should not rest or keep their feet on tables, chairs, shelves, etc.
14. Library staff shall not transmit other's personal belongings or messages to the readers.
15. The Librarian/ Deputy Librarian/ Assistant Librarian/ Library-In-charge reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.

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**D) LOAN OF LIBRARY RESOURCES**

1. Manuscripts, reference books, rare books, theses, dissertations, periodicals (loose numbers) and such other reading materials are marked as **NOT FOR ISSUE** shall not be issued out for loan except with the special permission of the Librarian or Library In-charge.
2. Borrowers must satisfy themselves regarding the physical condition of books before borrowing. They will be held responsible for any damage or mutilation noticed later or at the time of return.
3. Penalties for books lost, damaged, mutilated or defaced by marking shall be fixed by the Librarian or Library In-charge.
4. Defaulters may be suspended from library use by the Librarian or Library In-charge until their liabilities are cleared.
5. Books on loan may be recalled by the Librarian or Library In-charge at any time.
6. Loan of books may be renewed if the book is not demanded by other reader.
7. There will be no borrowing or renewal of books during the **physical stock verification** period and **semester-end examinations**. However, books may be consulted in the library during examinations.
8. Borrowing privileges for different user categories are as follows:

	<b>No. of permissible documents on loan</b>			
<b>Sl. No.</b>	<b>User Category</b>	<b>Books (Text/General books)</b>	<b>Bounded Journals</b>	<b>Loan Period</b>
1.	+2 Level	3	Nil	15 Days
2.	Undergraduate	4	Nil	15 days
3.	Postgraduate	6	1	15 Days
4.	Research Scholars	10	2	30 Days
5.	Faculty (Regular/Contract/Guest)	10	5	One Semester
6.	Non-Faculty (Regular/Contract/Guest)	3	Nil	15 Days

9. **Lost Book Policy:** In case of a lost book, the reader must either:
    - Replace it with the same edition (matching the bibliographic details in the accession register), **or** pay a fine along with any overdue charges.
- **Fine Structure for lost book:**
- If the book was purchased **within the last 5 years: 3 times** the original cost.
  - If the book was purchased **more than 5 years ago: 5 times** the original cost.

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**E) LIBRARY FINE (OVERDUE AND LOSS OF BOOKS)**

**1. Overdue Charges**

The member is expected to return borrowed books on or before the due date stamped on the due - date label in the book. An overdue charge **Rupee 1 per day** per volume will be levied for the late return of books.

Overdue charges are applicable for all readers (Students, Research Scholars, Faculty and Non-Faculty).

**2. Loss of Library Book/Resource by the Reader**

In case of the loss of a book or other library material, the reader must either:

- Replace the book/material with the **same title, author, and publisher**,  
or
- Deposit a fine equal to **three times the original value** of the lost book or material.

**F) CLEARANCE/ NO-DUES CERTIFICATE**

- The **library card is the property of the library** and must be returned. All dues, if any, must be cleared, and a **Clearance Certificate** must be obtained before appearing for any university examination, or Terminating one's association with the university.
- **No examination hall ticket, discharge certificate, transfer certificate (TC), or relieving order** shall be issued by any office of the university (or its campuses) to any student, teacher, or staff member (non-teaching), without obtaining a **Library No-Dues Certificate** from the library.
- All **Guest and Contract Teachers** must clear their dues and obtain a **No-Dues Certificate** from the Librarian/Library In-charge at the end of the academic session.
- Clearance / No-Dues Certificates will not be issued to non-members.

*Khitya Baki*  
Library I/c