

A.C. JOSHI LIBRARY
PANJAB UNIVERSITY, CHANDIGARH

No. 5241-5327/PUL
Dated: 30/8/22

To

The Chairpersons/ Director/Coordinators
of all the Teaching Departments of
Panjab University, Chandigarh.

Dear Sir/Madam,

This is to inform you that some students are coming to the A.C. Joshi Library without taking valid library membership and they are using their departmental/Research Scholar Identity Card for sitting in the Library. It is further informed that as per the University library Rule at page 33 P.U. Cal. Vol. III, 2009 (**copy enclosed**), only those students are allowed to enter the library who have taken valid A.C. Joshi Library membership.

In view of above, you are requested to kindly instruct all the Ph.D. Scholars of your department to take A.C. Joshi library membership to enter the library/avail library facilities.

Encl: As above

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31/08/2022

(Prof. Sudhir Kumar)

University Librarian

(Additional Charge)

A.C. Joshi Library, (Add. Charge)
P.U., Chandigarh.

- (g) Books which are out of print and a textbook will not be issued except on Inter-Library loan. If there are additional copies of the textbooks other than the reserved ones, the same will be made available for issue as per general rules of the Library.
- (h) A book which is on loan can be reserved for other members if they so desire and if they pay postal charges for intimation. A book so reserved will be kept for the requesting member for three days after which if not claimed will be reserved for the next member on the waiting list.
- (i) Books lost or damaged will be replaced or paid for to the satisfaction of the Librarian. No marking, or writing on or tracing from any library material is permitted. Any infringement of the above may require replacement of the book, periodical, map, manuscript, etc. For serious mutilation of a book or a periodical a fine of up to Rs. 50 may also be imposed by the Librarian in consultation with the Head of the Department concerned and the Dean of University Instruction.
- (j) Members who wish to have books sent out of Chandigarh or get books on Inter Library Loan from outstation libraries must deposit Rs. 100 to cover the postal charges. Balance, if any, will be refunded on claim.

(v) Issue-System

The members of the category (d) of rule (ii) will be issued as many Readers' Tickets as the number of books they are entitled to borrow. Reader's Ticket shall be given at the time of getting the books issued and the identity card shown. The tickets will be returned to the reader when he returns the books. All other members except the above mentioned category will be issued membership pass books at the time of enrolment.

For books of 'Reserved Books Section' student entitled to borrow them and shall obtain a special token ticket to be used along with the Reader's Ticket.

- (vi) Admission to the library shall be open to the members only. Private books and personal belongings should be deposited at the Property Counter and a token obtained in lieu thereof. The articles so deposited should be collected the same day failing which five rupees per token will be charged. In case a token is lost, ten rupees will be charged in lieu thereof.

(vii) Cards and Tickets not transferable

Special care should be taken that the Identity Card and Reader's Tickets are not misplaced or lost. All losses shall be reported immediately to the Librarian. When an Identity Card is lost together with a Readers' Ticket, a special security of Rs. 200 will be required along with the charges for loss of tickets and identity card.