

IQRA UNIVERSITY LIBRARY, ISLAMABAD

General rules and regulations:

1. The Library shall remain open according to timings notified from time to time.
2. Silence should be observed in the library.
3. Books, files, briefcases, handbags and register have to be kept at designated place.
4. Seats in the library cannot be reserved.
5. Eating, drinking and smoking are prohibited within library premises.
6. Library staff can ask anyone causing disturbance to leave the library.
7. Complete silence should be observed inside the library except for the brief and subdued academic discussion.
8. User shall leave the library material on the table to be shelved only by the library staff.
9. Loud talking /unnecessary discussion /disturbance /Snoozing /shall not be allowed inside the Library.
10. In case of misbehavior with library staff the matter will be referred to Director Students affairs and concerned HOD, till the final decision his/her library membership will remain suspended.
11. Library Timings
 - Monday to Thursday 8:00 am to 09:00 pm
 - Books issuance / return timing 8:15 am to 8:30 pm
 - Lunch Break 1:00 pm to 1:45 pm
 - Friday Prayer Break 12:30 pm to 2:00 pm
12. All members of the library are eligible to borrow materials from the library. Borrowing privileges may vary depending on the membership category. The borrowing privileges of the users are mentioned as under.

Membership Category	Borrowing books Limit	Duration days	Fine Per Day
Dean/Directors/HODs	15	90	
Professors /Associate Prof /Assistant Prof	10	90	
Permanent faculty /Lecturer	10	90	
Visiting faculty (on the recommendation of HOD)	05	90	
Staff	05	15	
Under graduate / Post graduate Students	03	15	05/-
M phil /PhD Students	04	15	05-

Note: Textbooks will be issued for **07 working days** only and will be reissued next day.
Note: visiting faculty members will draw book from library with the approval of concerned HOD (one book/per subject for 15 days).

1. A valid library card is required for borrowing the book(s) and other material.
2. Book(s) returned after due date, a fine of Rs.05/- per day will be charged.
3. If the book returns date is on weekend/off day the return will acceptable one day earlier.
4. All text books must be returned to library, within one week after the end of semester.
5. Reference material, periodicals, and newspapers will not be issued. These can only be consulted within the library premises.
6. Book(s) will be reissued if it is not required by any other member on the next day but not reissued on the same day. Book(s) will have to be presented at the time of reissue.
7. Student/Library member will return any book or other material, when requested by the library staff.

8. Do not write, underline or mark any book(s). Borrower will be held responsible for any damage.
9. Any student/library member caught mutilating or stealing library materials will be referred to the disciplinary committee and membership will be suspended till the decision is taken. If a student/library member continues this act, his/her membership will be permanently canceled.
10. In case of loss or damage, the student/library member will be charged double the price of book(s) or other material.
11. All library fines are to be paid to the finance department. Library account will be blocked if the fine is not paid.
12. Faculty members will also follow the general rules and can borrow the library books according to their category.
13. Faculty members (regular and visiting) are required to return the book(s) within one week after the end of semester.
14. Books borrowed by visiting faculty members will be issued on the name of concerned HOD.
15. The library shall maintain newspapers and periodical of the preceding calendar year and the old ones may be disposed off by the library staff in a suitable manner with the approval of the Director.
16. Heads of the departments are required to send the list of the text/ recommended books required for each course being offered, at least 2 weeks prior to the commencement of the classes.
17. Library will receive only one copy of final project /thesis of student sent by the exam section.
18. Anyone who leaves the University without returning the book(s) borrowed from the library, the price of the books(s) will be adjusted against his dues with the University.
19. Library will be closed for 15 days at the end of every year for annual stocktaking.
20. Annual stock taking report will be submitted to competent authority for write off and disposing of the book(s) or other material.
21. Dean/Director campus is empowered to issue further instructions or permit relaxation in these rules.

Library rules for the use of IT Accessories:

1. Do not change configuration of computers or any other equipment in the library.
2. Use of mobile is strictly prohibited inside the library.
3. Mobiles /iPods /laptops must be kept on silent mode.
4. Sleeping, listening music, watching video clips and playing games etc while in the library is strictly prohibited.
5. Use of headphone / hand free is not allowed inside the Library.
6. Use of all unethical web links is strictly prohibited.
7. Library computers are to be used only for research /creative work.
8. A student may use library computer maximum for 60 minutes.
9. Face book may be used for the duration of 30 minutes.
10. In case of violation of any library rules offender has to pay a fine from Rs. 200 to 1500. The matter shall be referred to the Director Students Affairs.

Librarian

Director (SA)

Dean / Director