

No. 470 /PUSSGRC

Dated 25-01-2019

MINUTES OF MEETING

A Meeting of Library Committee was held on 17/01/2019 at 11:00 am in the Main Library of PUSSGRC, Hoshiarpur.

The following members were present:-

1. Mr. Harkamal Preet Singh, AP (Mechanical)
2. Dr. (Mrs.) Pooja Sood, AP (LAW)
3. Sh. Mandeep Singh Walia AP (ECE)
4. Mr. Rahul Jassal. AP (MCA)

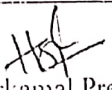
Dr. (Mrs.) Aman Kaura, AP (Applied Science) could not attend the meeting.


Agenda VIII: Limit Restricted For Books to Students/Faculty/Staff Members.


The Committee Members Unanimously resolved that Books Which are Prior to 01.01.2019 and are pending against the name of Faculty/Staff Members have to be submit in the Library.

The Committee Members also resolved that from 01.01.2019 limit to be restricted for each and every Students/Faculty/Staff Members to be followed as per P.U. Calendar Volume- III, 2009 Page No. 38 (Library Rules).

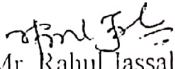
Library Committee Members


  
Mr. Harkamal Preet Singh  
Assistant Professor

  
Dr. (Mrs.) Pooja Sood  
Assistant Professor

  
Mr. Mandeep Singh Walia  
Assistant Professor

*Could not attend*  
Dr. (Mrs.) Aman Kaura  
Assistant Professor

  
Mr. Rahul Jassal  
Assistant Professor

  
Director  
Panjab University SSG  
Bajwara, Hoshiarpur

The members are entitled to borrow books from the Library after they have secured their membership Pass Books/Identity Cards and Readers' Tickets, Special Tickets for textbooks duly signed and stamped by the Librarian.

The membership of the Library shall be valid upto 31st March each year except in the case of teachers which shall be 15th July.

### 3. Loan Privileges

Category	No. of books to be issued	Loan period
(i) Fellows & Principals	8	One month
(ii) Professors, Lecturers, Directors of Physical Education, Librarians, Research Scholars	6	One month
(iii) Library Workers, Demonstrators, etc.	4	One month
(iv) Special Members	4	One month
(v) Students studying for		
(a) Master's Degree	6	One month
(b) Bachelor's and Undergraduate Degrees	4	One month

Generally, the loan period shall be as above but text and text like books from general section shall normally be issued for 14 days and the period can be reduced further in the case of books which are in constant demand. Books from text book section are meant to be consulted in the Library, but can be borrowed only for overnight use.

### 4. Conditions of Loan

#### (i) Overdues

If a book is kept beyond the permissible period of loan, a charge of ten paise per volume per day shall be levied during the first week, and rupee one per volume per day thereafter. The overdue charges shall be fifty paise per volume per day for textbooks and restricted circulation books during the first week, and rupee one per volume per day thereafter. In case of books issued for overnight use, a uniform charge of rupee one per volume per day shall be levied. The term 'overnight' denotes the period extending from one hour before the closing of the Library to one hour after the Library opens on the next day.

#### (ii) Recall

Books on loan with members can be recalled by the Librarian at any time.

#### (iii) Loss of Books

All losses should be immediately reported in writing to the Counter Staff. These shall have to be replaced or paid for to the satisfaction of the Librarian.

#### (iv) Technical, Text, Text-like and Art Books

Such books shall normally be issued only to the students and teachers of the respective disciplines.

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