

**POKHARA UNIVERSITY**  
**Library Rules, Regulations & Information.**



**Hours of Opening:**

Reference section opens at 6:00 AM to 8:00 PM in summer season and it opens at 6.00 AM to 7.00 PM in winter.  
\*Circulation section opens at 7:00 AM to 4:30 PM in summer season and it opens at 7:00 AM to 3.30 PM in winter.  
And library will be closed in all public holidays.

**Membership:**

Students, teachers and staff are the member of the library. If a person wants to enroll himself as a member, he/she should contact with library staff. After completing the formalities, he/she will be registered as a member. It is requested that two copies of auto size photographs along with filled library form should submit to the library.

**Loan Privilege:** Members are entitled to take book on loan as:

SN.	Category	No. Of books	Period of loan	Remarks
1	Students Bachelor Level	3	1 month	
2	Students Master Level	5	1 month	
3	Teacher	6	1 semester	
4	Staff	2	1 month	

**Condition of Loan:**

This library follows open access system. In this system, users have free access to the shelves to take out the books for reading and can borrow the books for home study on the basis first come first serve. Books returned on a day will be issued on next day only. All the books must be returned on or before the due date otherwise, he/she will be charged Rs 2.00 per day.

To borrow the books, bring the book at the issue counter along with his/her ID card.

To return the book, produce the book in the return counter and get cancelled your due date. If members lost the card, books will not be issued to them. Therefore, he/she should inform the librarian in time and should pay Rs. 100.00 for a duplicate card.

The card is not transferable or members should appear in person to borrow books. Reference books, rare books, periodicals & CDs are not issued but if required users can copy it inside the library.

(\* subject to change)

**Reservation:**

The books, which are in high demand or if not found to borrow then such books can be reserved in the following conditions.

1. Reservation is done only in Friday. A borrower can submit one reservation slip mentioning author & title of book along with his/her name & ID No.
2. Reservation intimations are sent on Sunday of every week & issued only for 7 days.

**Photocopy service:**

The library will emphasize the provision of outsourcing photocopy facilities.

The outsourcing party should be provided photocopy facilities on the basis of first come first serve. The library will facilitate the photocopy service if outsourcing party doesn't provide this service. Photocopy will be charged Rs 1.00 per page, Rs 4.00 for a computer print and Rs 10.00 for a binding with transparency. For official purpose, photocopy and print will be provided according to the rules and regulations of the university.

**General Rules:**

As the library is a place of study, it is necessary to maintain an atmosphere of peace & dignity inside the library therefore, complete silence must be maintained within the library.

1. Members are reminded that conversation among themselves or noise inside the library is not permissible.
2. Readers are welcome to ask library staff to find the reading materials.
3. Personal belongings except a copy are not permitted to be brought inside the library.
4. Underlining, scribbling, tearing of pages and/or other type of mutilation of book is strictly prohibited.
5. After use, readers are requested to put the books on the tables.
6. Members must replace the books if it is lost with the latest edition along with overdue charges if any. If they are not able to replace the book, they are required to pay twice the latest price of the book + overdue charges if any.
7. No one is allowed to receive the Mobile Phone inside the library