



B. C. GUPTA MEMORIAL CENTRAL LIBRARY

GURUCHARAN UNIVERSITY, SILCHAR

Silchar – 788004, Assam

*A State University established by upgrading Gurucharan College
under Assam Act No. LVII of 2023*

Email: bccl@gurucharanuniversity.ac.in

GENERAL RULES

1. All books must be returned on or before the due date.
2. Books must be physically presented at the library counter for return.
3. In case of loss of a book, the member must replace it with the latest edition of the same title, along with payment of any applicable overdue charges.
4. If a lost book is not replaced, the cost of the book shall be recovered from the member.
5. Personal books and belongings are not permitted inside the library, except with prior permission from the library authorities.
6. Silence must be strictly maintained inside the library.
7. After reading or reference, books must be left on the designated reading tables. Members must not replace books on the shelves themselves.
8. The borrowing privileges of library members shall be as follows:
 - **Teaching Faculty:** Up to 15 books for a period of 45 days.
 - **Non-Teaching Staff:** Up to 15 books for a period of 45 days.
 - **Students:** Up to 3 books for a period of 15 days.
 - **Research Scholars:** Up to 5 books for a period of one month.
9. Final-year students and other members leaving the University must return all borrowed books and surrender their library cards, wherever applicable, to obtain a **No Dues Certificate**.
10. Reference books shall not be issued for borrowing and must be consulted within the library.
11. Books returned after the due date shall attract an overdue fine of **₹2.00 per book per day**.
12. Books due for return on a library holiday may be returned on the next working day without any overdue fine.
13. Library books must be handled with utmost care and returned in good condition.
14. Damaged books shall be subject to assessment by the library authorities. Members may be required to replace damaged books or pay the prescribed compensation.
15. The library welcomes donations of manuscripts, books, journals, and other academic resources that are useful to students, research scholars, faculty members, and other library users.
16. Photocopying (Xerox) facilities are available in the library at a charge of **₹2.00 per page**.
17. The use of mobile phones for calls or activities that disturb other users is prohibited inside the library.
18. Laptop computers are permitted inside the library for academic, research, and reference purposes, subject to library rules.
19. **Library Transaction Hours:** 10:00 a.m. to 5:00 p.m.