



Gujarat National Law University

**Gujarat National Law University, Gandhinagar  
GNLU Library Student Rules  
(UG, PG & Ph.D.)**

**Rule1: General Conduct**

1 (A) While entering the library, students should leave their personal belongings near the entrance gate on his/her risk. However, they can carry only personal books, notebooks, loose papers etc. Eatable and soft drinks are not allowed in library i.e. Chocolates, Biscuits, wafers, Pepsi Cola etc., except clean water.

1 (B) Students should maintain silence in the library and should not disturb other users in any way. Use of mobile phone is prohibited in the library. Fine up to Rs. 2500/- will be charged if any student found using mobile in library. Use of mobile means ringing of mobile, receiving and dial the call, sending and receiving SMS etc. All these activities related to mobile are prohibited in library. Also, Mobile phone will be confiscated.

1 (C) Student should not deface, mark, cut, mutilate or damage library material in any way. If anyone is found doing so, he/she will be charged the full replacement of the cost of the book/material and disciplinary action can also be taken.

1 (D) Books or other materials taken from the stacks should not be reshelfed by the students themselves but should be left on the tables.

1 (E) Reference books, Journals (Back volumes and loose issues), reports, conference, seminar proceedings, Newsletter and others non-lending materials should be read within the library. Students can issue only lending category books.

1 (F) while borrowing books, if the borrower finds few pages missing, it should be informed to the library staff at the counter. After issuing books he/she will be responsible for missing pages.

**Rule 2: Borrowing Entitlement**

2 (A) Books can be borrowed only against the Library ID issued to the borrower. This card is not transferable.

2 (B) The Library Staff may recall any book issued for moots if demand is there in Library. If borrower will not return books within three days then they will be fined Rs.5 per day.



2 (D) Students can access laptop in the Library using available electricity facility.

2 (E) Books will not be issued or returned on Saturday, Sunday and Public Holidays.

2 (F) L.L.B. Student can borrow 2 lending category books at a time for the period of 7 days and L.L.M. student can borrow 4 lending category books at a time for the period of 12 days.

2 (G) Books will be issued and returned only on working days between 10 00 to 1800 hrs

2 (H) Bound (Back) volumes of journals, current issues of journals, thesis, dissertation, project reports etc. shall not be issued out of the library.

### **Rule 3: Issue and Return**

3 (A) Circulation of books will be done on all working days from 1000 to 1800 hrs

3 (B) The borrower may return or renew the book on or before the due date. For renewing, presentation of book is necessary. Renewal is not permitted if a demand for book is pending.

3 (C) If a book is not returned to the library on or before due date, the borrower will be fined Rs.5/ per day per book. You can get exemption on fine only if due date fall on Sunday or holiday upto next working day after that you have to pay fine for Sundays and holidays also.

3 (D) Moot participating team can issue total of fifteen books at a time for one month period. After that they have to return or renew books. Fifteen books will be divided by number of team members. Fine will be charged Rs.5/- per day per book after due date. Only moot subject related books can be issued not others. An individual member is responsible for books issued in his/her account.

3 (E) Loss of issued book must be immediately reported in writing to Library, after due date the borrower have to pay overdue charges till the reporting time of lost books. After reporting the same book should be replaced within 15 days otherwise fine will be charged for all days till the replacement of book.

3 (F) Duplicate ID will be issued by paying Rs.100/- and it will take some days for process. You may contact to general administration section for that.

3 (H) The Library ID is non- transferable. In case anybody found violating this rule he/she will be fined Rs.200/- .

### **Rule 4: Loss of Book**

In case of loss of a book borrowed by the user, he/she has to either replace the same book of the same title or pay three times cost of the book within fifteen days otherwise overdue fine will be charged for all the days till the replacement of book. Rare books not available in





market may cost more to the borrower. The fixation of the penalty in such case will be done by the Library Committee.

#### **Rule 5: Penalty for pilferage**

If any student/user found carrying any unrecorded, non issued book or any types of library materials out of library security gate/EM gate, he/she will be punished strictly, which may extent to cancellation of library membership, fine up to Rs.2500/- and other punishments in accordance with the recommendations made by the library committee.

#### **Rule 6: Time Schedule**

6 (1) The Time Schedule of the Library is subject to change according to the decision of the Library Committee with prior notice.

6(2) Library will remain open from 0800 am to 2400 hrs on Monday to Friday.

6(3) Saturday, Sunday and Public holiday Library will remain open from 1000 to 2000 hrs

6(4) Users must leave the library 10 minutes earlier to ensure proper checking and locking of the library.

#### **Rule 7: Responsibilities of Library Users:**

The library has developed this policy because to serve you in better and effective ways. The investment in our valuable collections, facilities and furnishings is considerable. We want to preserve them and provide a clean, safe environment for our readers. We always welcome your suggestions, comments and feedback regarding the library administration, Library services or anything concern to Library.

#### **Rule 8: Use of Library Resources**

Every user of the library has a responsibility to safeguard the integrity of library resources; to respect the restrictions placed on access to, and the use of, those resources; to report to library officers the theft, destruction or misuse of those resources by others; and to respect the rights of others to the quiet use of the library. Library staffs are authorized to take appropriate action to ensure the safety and security of the library resources.

Library users who fail to comply with library rules and regulations may be subject to revocation of library membership/privileges, disciplinary action, and legal prosecution. Revocation of membership means such student will be not allowed in library. Also, the unauthorized removal of any library Books or other materials or property and the misplacing, destruction, defacement, or abuse of any library materials or other resources are matters of grave concern.



### **Rule 9: Library Policy for PhD Scholars at GNLU**

9 (1) Ph.D. Scholars, full-time or part-time can borrow 5 books for 30 days.

9(2) Books shall be borrowed against the Library ID issued by the University to the Scholars.

9(3) Library Users shall be bound by the Rules and Regulations of the Library.

9 (4) All books shall be returned to the library on or before due date. There shall be a fine of Rs.5/ per day per book. There can be exemptions in certain cases only for justifiable reasons that Library committee may determine.

9 (5) Reference books, Journals (Back volumes & loose issues), Reports, Conference & Seminar Proceedings, Newsletter and others non-lending materials should be used and read within the GNLU library. Scholars shall be issued books that belong to lending-category.

9 (6) Remote access facility is be provided to the PhD scholars. Request can be submitted to the library.



**Director,  
Gujarat National Law University**