

PAKISTAN INSTITUTE OF ENGINEERING AND APPLIED SCIENCES

(Library and Information Technology Services Division)

LIBRARY RULES

Library Service Hours:

PIEAS library shall remain open for services from 9:00 a.m. to 10:00 p.m. (Monday to Friday) and 9:00 a.m. to 4:00 p.m. (Saturday).

General Rules:

1. All users shall leave their personal belongings in the lockers available on the left side of the entrance.
2. Mobile phones, jewelry, passport and cards (ATM, Credit and PAEC Cards) are strictly prohibited to keep in lockers; Library is not responsible for any kind of loss.
3. Users are advised to leave the books on tables after reading, do not try to shelve them.
4. Noise, disturbance or inappropriate behavior is prohibited, including abusive or threatening behavior to the library staff and other library users will be subject to fine up to Rs.1000/- or penalty as decided by incharge librarian.
5. Food/drinks/smoking are not allowed inside the library. In case of violation fine up to Rs.1000/- or penalty will be imposed as decided by the incharge librarian.
6. Any damage or defacement of Library materials is strictly prohibited and users found damaging material will be subject to disciplinary procedures.
7. There has been an increased tendency among the students to come to library in Slacks, Pyjamas, Chappals and Skintight. The Librarian and staff make it their worthwhile to ask students with such attire to leave the Library.

MEMBERSHIP:

1. PIEAS Membership forms are available on library counter for new BS/MS/PhD students/faculty.
2. This Library is purely for the students/participants of various courses conducted at PIEAS such as PhD/MS/ BS Electrical/Mechanical Engineering/BS CIS and Management Courses etc.
3. Scientists/Engineers from other PAEC Establishments are not eligible for membership of PIEAS Library.
4. Members are expected to inform/notify the Library about his/her long absence from PIEAS (for a period exceeding 3 months) and return all library material. All those departing from PIEAS either permanently or for a period exceeding 3 months must obtain clearance by returning all library material.

Terms of Circulation:

a). **Period of Loan**

1. 25 Books for a period of one year for all faculty members of PIEAS.
2. 15 Books for a period of one semester for all Ph.D. Scholars.
3. Ten (10) books for a period of one semester can be issued to all PhD/MS/ BS Students.
4. Five (5) books for a period of one semester can be issued to Non-Technical Officer, Technical and Non- Technical staff of PIEAS.
5. Keeping in view the demand of readers and shortage of literature only One Book of English/Urdu Literature will be issued to readers.
6. Books may be re-issued for further appropriate period, if they are not needed by any other member.
7. All library materials should be returned before the expiry of due date. In case a reminder is issued, books should be returned positively within three days from the date of receipt of reminder, failing which further issuance will be stopped. A second reminder will be issued to the borrowers two weeks after the first with the remarks "if the books are not returned within three (3) days case can be initiated for the cost recovery" and Fine @ Rs.10/- per day per book will be charged.
8. Reading material issued to a member will not be transferred to any other member without being returned physically to the library.
9. Any book urgently required by the library will must be returned to the library with in a day.
10. Books must be returned when reminder is served to the users.
11. Making dog-ears of the pages, underlining, shading, highlighting and writing upon reading materials will be subject to fine or replacement of same edition.
12. Borrowers/readers are advised to inspect the books at the time of issue and to call the attention of dealing person.

b). **REFERENCE SECTION:**

1. The reference materials can only be used only in the four walls of the library and not meant for issue.
2. Handbooks, Encyclopedias, Dictionaries and theses etc are kept in this section for reference.
3. One copy of each most important book is kept in this section only for reference (reference books cannot be issued except for overnight use in special cases and recommendation).

c). **PERIODICALS:**

1. One current issue of all journals shall remain in the PIEAS Library.
2. At a time two bound/ unbound older issues of journal may be issued to any member for one week.

d). **DAILY NEWSPAPERS:**

1. English and Urdu daily newspapers are placed in the Library in News paper Section.
2. For providing maximum access to all members, the current/running week newspapers are not allowed to issue however one week older/previous older issues of newspapers may be issued to members for up to one day.

e). **REPLACEMENT OF LIBRARY MATERIAL:**

1. Borrowers will be responsible for safe custody of material issued to them and ensure that these are not marked; mutilated or damaged otherwise they will be liable to charged according to the extent of damage done.
2. Any item lost by borrower must be replaced by a copy of the same original edition or current edition otherwise cost recovery @ 10% incremental surcharge from the date of its acquisition will be charged, this amount shall in no case be refundable.
3. Cheap or pirated edition shall not be accepted as replacement for a book which itself was not a cheap edition.

Stock Tacking:

1. The Library will remain closed for a period of two weeks for stock tacking.
2. Books must be returned/reissued when reminder is issued before stock tacking.

Write Off/Weeding out of losses:

1. The loss of library materials is unavoidable especially when open shelf system is provided. Therefore:
2. Losses to the extent of 3% per annum of the available stock in an open access library system may be written off by the competent authority on the recommendations of the Library Condonation Committee.
3. Losses written off by the competent authority shall be struck off from the stock and the records of the library, including public catalogues.
4. In addition, the permanent irrecoverable losses of mutilated, damaged and worn-out books and other material found to be beyond repairs during the physical verification of the library shall also be placed before the Library Condonation Committee for write off, weeding out or replacement thereof.