

BGMEA University of Fashion and Technology
LIBRARY RULES (proposed)

BGMEA University of Fashion and Technology (BUFT) Library has started its journey since the inception of BGMEA Institute of Fashion and Technology (BIFT) in 1999. BUFT has been affiliated in 2012 and collections have been growing steadily according to the demand of study and research.

The Library is now fully automated through KOHA – an Integrated Library System <http://opac.buft.edu.bd:8005> . The system is called Online Public Access Catalog (OPAC) which supports web-based online borrowing, searching catalogue of books, CDs, Journals and magazines, auto email alert service and reservation of books from distant workstations. The users can also check their borrowing status and can reserve books through OPAC. BUFT Digital Institutional Repository is under development process using DSPACE which would provide full access to all users.

BUFT has joined UGC Digital Library (UDL) Consortium in 2017 and subscribing online journals and e-books through JSTOR and Wiley online Library respectively.

WGSN has been widely used for Fashion designing practices through by BUFT Library.

BUFT subscribes more than 36,000 online journals published by various international publishers through Library Consortium of Bangladesh organized by Bangladesh Academy of Sciences.

The purpose of the Library is to enrich teaching, learning and research programs of the University by delivering easy access to information resources and providing quality services and facilities. Library resources are classified and managed according to Dewey Decimal Classification System.

Rule 1: Definitions for the purpose of the rules:

- i) University shall mean the BGMEA University of Fashion and Technology (BUFT)
- ii) Authority shall mean the University Authority / Vice Chancellor to take appropriate measures dealing with affairs of the University Library. She/ He may refer it to the appropriate body as and when deem fit.

- iii) BUFT Library shall mean the University Library including all its components (like, BUFT and BIFT Library, Reading Rooms, Library Cyber Centre, etc.).
- iv) Library Staff shall mean designated and skilled staff to provide quality services
- v) Library materials shall mean books, journals, periodicals, educational aids, other reading materials including multimedia collection and online collection.
- vi) Photocopy, newsprint, other below standard publications and irrelevant items shall not be considered for Library collection.
- vii) Property shall mean the moveable and immovable properties of the Library.
- viii) Library hour shall mean the service hours of each day of week during which library services will be provided, reading room will be open and other library facilities will be provided.
- ix) Reader shall mean the regular users of the Library.
- x) Member of the Library shall mean teachers, students, officers, staff of the University and honorable members of the Board of Trustees who are members of the library
- xi) Existing faculty members, staff and students may also join the sessions by registering through BUFT Library website: <http://library.buft.edu.bd>
- xii) Guarantor shall mean any authority acceptable to Library Management to ensure recovery of lost or damaged library material, if so occurs.
- xiii) Due date shall mean the date by which borrowed materials shall be returned to the library or renewed through the circulation procedure. Borrowers may receive email notification to return the item.
- xiv) Delay fines shall mean the fine to be charged from the borrower for overdue books / materials on daily basis.

Rule 2: Informing process will be as follows:

- i) Newly appointed Faculty members and administrative staff members shall be provided an induction on BUFT Library Facility which shall include short briefing, brochure, membership procedure, usage guide, etc. They shall also be registered through Library Website for Library Orientation session for BUFT library facility, services, usage, etc. and will be conducted in a group in the library premises as hands-on demonstration. Feedback for the orientation session shall be submitted during the membership procedure to address further query.
- ii) New Students shall be provided an induction on BUFT Library facility that includes brochure, membership procedure, usage guide, etc. They will also be registered through Library website for Library Orientation Session for BUFT library facility, services, usage, etc. and will be conducted in a group in the library premises as hands-on demonstration. Feedback for the orientation session shall be submitted during the membership procedure to address further query.

Rule 3: The use of the BUFT Library shall be subject to rules approved by the University

Authority on recommendation of the Library Committee and the Academic Council

Rule 4: Library Committee shall consist of the following:

- | | | |
|------|---------------------|------------------|
| i) | Pro Vice Chancellor | Chairman |
| ii) | Registrar | Member |
| iii) | Faculty member (1) | Member |
| iv) | Faculty member (1) | Member |
| vi) | Librarian | Member-Secretary |

Rule 4.1: Terms of Reference of the Library Committee

- i) Planning, organizing and controlling of management
- ii) Formulating acquisition policy, methods and procedures and upgrading the same, if required
- iii) Collection development: physical collection and online subscription
- iv) Budget for the library
- v) Amendment of Library Rules, if required
- vi) Expansion of Library facilities and services
- vii) Evaluation of Library services
- viii) Improvement on the basis of user requirement
- ix) Staff requirement

4.2: The quorum of the meetings of the Library Committee shall be 1/3 of the total number of members

Rule 5: The library shall be open to all members of the University to use the facilities during Library hours specified in rule 5.1

5.1: General reading room shall be kept open during the following hours during the session:

- i) BUFT Library: Sunday – Thursday: 9 am – 5 pm
(Library service time is subject to the extension for extended class schedules only)
- ii) BIFT Library: Sunday – Thursday: 10 am – 7pm
Friday – Saturday: Closed

5.2: During the Semester break (recess period) Central Library shall be open from 9 am – 5 pm and BIFT Library, Seminar Libraries and Department Libraries shall be closed

5.3: Change of the library hours mentioned at the Rule 5.1 may be decided on the recommendation of the Library Committee with the approval of the Vice Chancellor

5.4: Librarian may close the reading room or suspend lending services at any time during the day through a notice to be issued by the Registrar with prior approval of the Vice Chancellor

Rule 6: Borrowing entitlement: The University staff, students and any member of the

University community shall be registered as member of the Library

6.1: Students shall be entitled to borrow two books at a time for a period of 07 days

6.2: Teaching staff shall be entitled to borrow six books at a time for 1 month and maximum three volumes of bound journals at a time for period of 15 days

6.3: General staff and other members of the University community shall be entitled to borrow six books at a time for period of 07 days

6.4: Photocopy services shall be provided on payment according to the Copyright Act of Bangladesh (10% reproduction of publication) and any other reproduction / electronic reproduction of any collection shall not be allowed without the approval of Library Authority.

Rule 7.1: Before entering the Library, personal belongings i.e. personal books, bags, sticks, umbrellas, parcels, attaches, portfolios, briefcases, newspapers, loose garments shall be deposited to the pigeon hole counter against a token

7.2: Valuable items are to be taken out before depositing bags and attaches, otherwise library staff will not be responsible for any loss

7.3: Class notes and exercise books may be allowed to be taken in the library subject to checking at the library entrance

7.4: Mobile phone(s) should be switched off / silenced before entering the library

7.5: Deposited personal belongings shall have to be collected on the same day from the pigeon hole after returning the respective token at least 15 minutes before closure of the library

7.6: Lending services shall be closed about 15 minutes prior to daily closing.

7.7: Gate pass for issued library book(s) shall have to be deposited to the Library staff at the gate while leaving the Library. Library staff may check the readers thoroughly within the library or at the gate, if required.

7.8: Readers should leave the books on the table after study. Library staff shall arrange books on shelves in due time.

7.9: Confined books, reference books and books issued for study in respective reading rooms shall not be removed elsewhere without written permission.

Rule 8: Inter-Library / Inter-University loan may be introduced with mutual agreement and arrangements which may be provided on Faculty members'/ researchers' formal request.

Rule 9: Library members can request a book to be held for certain period for borrowing through online public access catalogue (OPAC) – Koha. The item will be held for the period specified.

Rule 10: If any reader found taking library materials without borrowing or mutilating or tempering the same, the following penalties shall be imposed:

10.1: Regular students of this University shall be required to compensate the loss or/ and shall pay the maximum fine of Tk. 500 plus the price item and/ or shall be debarred from all kinds of library facilities (borrowing and reading room facilities)

- 10.1.1: If the penalty stated in Rule 10.1 is not sufficient then the case may be referred to the Discipline Committee through the Library Committee.
- 10.2: Other members of the University shall be required to make good of the loss or/ and shall be fined to a maximum of Tk. 2000 (the maximum amount of either option).
- 10.3: Any member fails to return borrowed items within due date shall pay delay fines @ Tk.10.00 per day for each item. Money receipt of depositing fines to nominated bank / booth shall be submitted to the library office.
- 10.4: Membership may be suspended for specified period at the discretion of Librarian, if any student found to be irregular in three times or more in returning borrowed items.
- 10.5: Membership may be revived by the Librarian on written application with valid recommendation of the Chairman of the Department or Head of the Office, as the case may be.
- Rule 11: Smoking and use of any inflammable items are strictly prohibited in the library premises. Food and beverage are prohibited inside the Library.
- Rule 12: All library members are required to maintain silence in the library and cooperate with Library Administration. Library privileges may be withdrawn from the members for violation of library discipline.
- Rule 13: As rule, reference materials shall not be loaned out of the library. Teaching staff may be allowed to borrow the same only as special loan and must return within 24 hours of borrowing. Teaching staff may also be allowed to borrow confined / reserved books only for 2 days with permission from the respective Chairman of the Department.
- Rule 14: Borrower on suspension or cessation of membership shall return all library items along with membership card.
- Rule 15: Borrowers / readers are expected to check defects in any books issued to them and immediately call the attention of the library official on duty to any such defect. Borrowers shall be held responsible for any damage detected at the time of return and shall be required to compensate the loss
- Rule 16.1: In case borrowed item(s) get lost or damaged while on loan, borrower shall be held responsible and shall be required to replace the same within one month from the date of written report or shall pay double amount of the current price of the same. If the matter is not settled within the stipulated time, fines for delay at usual rate shall be charged till the matter is finalized.
- 16.2: In case library material is mutilated or disfigured while on loan the borrower shall be held responsible and required to make good of the loss and shall be debarred from further borrowing from the library. This matter will be referred to the Library Committee for final decision.
- Rule 17: Unbound periodicals or books not sufficiently protected by binding shall not be issued from the Library except with permission of the Librarian.
- Rule 18: Breaches of library rules and discipline other than covered in these rules shall be

dealt with by the Librarian. If necessary, such matter may also be processed through the Library Committee.

Rule 19: Nobody shall borrow library materials more than entitlement.

Rule 20: Borrower has to be present in person to borrow materials.

Rule 21: Library shall be closed at the time of annual inventory. All items on loan irrespective of the borrowing date must be returned to library before the inventory take place. Any person retaining items after the deadline for inventory shall incur fine of Tk.10.00 per day per item.

Rule 22: The Librarian reserves the rights to recall borrowed items before the due date.

Rule 23: All books must be returned soon after examination, since the return dates in Library database shall be placed accordingly. If books are not returned within 7 days from the date of borrowing, fine @ Tk. 10.00 per day/book shall be charged following the 8th day.

Rule 24: Results of the member students appearing at the Semester Final examinations shall be withheld unless borrowed items from library are returned and fines paid.

24.1: Students with Library defaults shall not be allowed to complete registration for upcoming semester which shall be arranged through central student system

Rule 25.1: Loss of Library Card shall have to be reported immediately to Library office. A duplicate card may be issued on payment of Tk. 100 to the nominated Bank with the permission of Librarian.

25.2: If a student loses Library Token, a duplicate token may be issued on payment of Tk. 50 to the nominated Bank with the permission of Librarian.

Rule 26: Library Caution Money (Refundable) amounting to Tk. 2000 (Two thousand) as decided by the Syndicate only be introduced for the new students at the time of admission.

Rule 27: No member of the University Staff as specified under Rules 6.2 and 6.3 shall be given a clearance either on their resignation or leave without pay for study, without the clearance from the Library. It shall be the responsibility of the Department of Accounts & Finance and Human Resources to make final payment to any outgoing staff after receiving the necessary clearance from the Library.

Rule 28: No students' application for transcript, provisional certificate and final certificate will be processed without the clearance from Library. The clearance may also be required for credit transfer, change of department, overseas admission, exchange program. The same practice shall be applied for convocation applicants. It shall be the responsibility of the Department of Examination and Admission to include provision of Library clearance in the respective form and process the same after receiving the necessary clearance from the Library.

Rule 29: BIFT Library shall be under control of the Librarian of University Library. Acquisition and processing of collection shall be processed through BUFT Library. Circulation procedures shall be maintained under the same.