



Library Policy – 2026

Sharnbasva University, Kalaburagi



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Preamble

The Library is the intellectual hub of Sharnbasva University, supporting teaching, learning, research and extension activities of all its constituent faculties, schools and departments. This Library Policy sets out the rules governing membership, circulation of resources, conduct within library premises, and the digital and physical services offered, so as to ensure equitable, efficient and disciplined use of library resources by the entire University community.

Objectives

1. To provide open and equitable access to print, digital and audio-visual learning resources for all categories of members.
2. To build and continuously update a collection that supports the curricular, research and extension needs of the University.
3. To promote a culture of reading, self-directed learning and information literacy among students and faculty.
4. To safeguard library resources, infrastructure and property from loss, damage and misuse.
5. To integrate the Library's services with National Digital Library, INFLIBNET/N-LIST, and other consortia to widen access to scholarly content.
6. To support the University's accreditation (NAAC/NBA) requirements through proper documentation of library holdings, usage and services.



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Library Membership

1. Membership of the Library is compulsory for all bona fide students, faculty and staff of the University and is granted automatically upon admission or appointment, subject to production of the University ID card.
2. Alumni, retired faculty, and external researchers may be granted reference-only or reading-room membership on application to the Librarian, subject to such terms as may be prescribed, including a refundable security deposit where applicable.
3. Library membership is non-transferable. The library card / ID must be produced for every transaction and must be surrendered upon completion of the course, resignation, retirement or transfer from the University.
4. Loss of the library card must be reported immediately to the Library Office in writing; the member remains liable for any transaction recorded against the card until it is reported lost.

Circulation and Borrowing

Borrowing entitlements vary by category of membership, as summarised below. Reference books, rare books, back volumes of journals, theses/dissertations, and materials so designated by the Librarian are available for reading-room use only and shall not ordinarily be issued for home use.

Category of Member	Books Permitted	Loan Period	Renewal
Faculty (Professor / Associate Professor)	10	Semester / 90 days	Twice
Faculty (Assistant Professor)	8	60 days	Twice
Research Scholars (Ph.D. / M.Phil.)	6	30 days	Twice
Postgraduate Students	4	15 days	Once



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Undergraduate Students	3	14 days	Once
Non-Teaching Staff	2	14 days	Once
Reference / Rare Books	Not for loan	Reading room only	—

5. Renewal of an issued book is permitted, in person or through the online catalogue, provided the book has not been reserved by another member and the maximum permissible renewals have not been exhausted.
6. Books may be recalled by the Library before the due date if required for academic purposes such as examinations, and members shall be given at least three (3) days' notice to return recalled items.
7. Inter-library loan facilities may be availed through the Librarian for material not held in the University's collection, subject to the lending library's terms.

Overdue, Loss and Damage of Resources

Members are responsible for the safe custody of items issued to them. The following charges shall apply in the event of default, subject to revision from time to time by the Library Advisory Committee:

Type of Default	Charge
Overdue return (per book, per day)	₹2 (students) / ₹5 (faculty & staff)
Loss of book	Cost of book + 10% processing charge, or replacement with a later edition
Damage to book (torn pages, markings, water damage)	Cost of repair or full replacement, as assessed by the Librarian
Loss of Library Card / ID	₹100 for re-issue of duplicate card



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A member with overdue books, unpaid fines, or unresolved loss/damage cases shall not be issued fresh books, and may be denied issuance of transcripts, bonafide certificates, hall tickets, or the No Dues Certificate until the matter is cleared with the Library.

Reference and Reading Room Services

- The Reading Room is open to all registered members during notified library hours, including extended hours during examinations.
- Reference books, encyclopedias, dictionaries, back issues of journals/magazines, newspapers, theses and project reports are available strictly for in-library consultation.
- Photocopying of reference material, within permissible copyright limits, may be availed at the library's photocopy counter on payment of prescribed charges.
- Silence and decorum must be maintained in the Reading Room and stack areas at all times.

Digital Library and Online Resources

- The library subscribes to e-journals, e-books and online databases, accessible on-campus and, where licensed, through remote access (VPN/proxy) using the member's institutional credentials.
- Members are provided access to INFLIBNET N-LIST, the National Digital Library of India (NDLI), Shodhganga, and other consortia resources as subscribed by the University.
- Downloading, printing or redistribution of subscribed e-resources shall strictly comply with the licence terms of the respective publisher/database, and systematic or bulk downloading is prohibited.
- The Online Public Access Catalogue (OPAC) shall be used by members to search, reserve and check the availability/status of library holdings.



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Code of Conduct within the Library

1. Members shall maintain silence, discipline and cleanliness within the Library premises and shall not indulge in any activity that disturbs other users.
2. Mobile phones shall be kept on silent mode; calls shall not be attended inside the reading areas.
3. Food and beverages are not permitted inside the Library, other than in designated areas, if any.
4. Personal belongings, other than essential study material, shall be deposited at the property counter, where provided, at the member's own risk.
5. Marking, underlining, tearing, or otherwise defacing library material is strictly prohibited and shall attract disciplinary action in addition to the charges specified in Clause 5.
6. Removal of any library material without proper issue procedure shall be treated as a serious disciplinary offence and dealt with as per the University's disciplinary rules, in addition to recovery of the cost of the material.

Collection Development and Weeding

The Library Advisory Committee, comprising representatives of the Librarian, Deans, and faculty nominees, shall periodically review the adequacy of the collection and recommend acquisitions based on curriculum requirements, faculty and student recommendations, and accreditation norms. Outdated, damaged beyond repair, or superseded editions may be withdrawn (weeded) from the collection following due process and proper record-keeping, as approved by the Committee.



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Library Advisory Committee

A Library Advisory Committee shall be constituted, chaired by the Vice-Chancellor or a nominee, comprising the Librarian as Member-Secretary, Deans/HoDs of major faculties, and representative faculty and student members. The Committee shall meet at least once each semester to review library services, budget utilisation, new acquisitions, and grievances, and to advise on policy matters relating to this Policy.

Amendment and Interpretation

The Library Advisory Committee, with the approval of the Academic Council, reserves the right to amend, modify or withdraw any provision of this Policy at any time. In case of any ambiguity in interpretation, the decision of the Vice-Chancellor shall be final and binding.