



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR
REGISTRAR OFFICE (ACADEMICS SECTION)

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No: 16/38th Syn/Acad-I/Reg/SBBWUP

Dated: 2nd February, 2022

NOTIFICATION

Subject: **LIBRARY REGULATIONS OF SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR**

Upon the recommendation made by the Academic Council in its 16th meeting held on 21st September, 2021, the Syndicate in its 38th meeting held on 17th December, 2021 approved the "*Shaheed Benazir Bhutto Women University Peshawar Revised Library Regulations for Educational Institutions / Colleges- 2021*".

Deputy Registrar Academics

Enclosure: Shaheed Benazir Bhutto Women University Peshawar Revised Library Regulations for Educational Institutions / Colleges- 2021

No: **213-215** /SBBWUP

Copy to:

1. Deputy Librarian, SBBWUP
2. PA to Registrar, SBBWUP
3. PS to Vice Chancellor, SBBWUP

Deputy Registrar Academics

SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR REVISED LIBRARY REGULATIONS – 2021

Whereas it is expedient to regularize the affairs of library established or to be established by the Shaheed Benazir Bhutto Women University Peshawar and to improve the management of the affairs of libraries, the following regulations relating to management, administration of the University Libraries are made under the provision of section 29(1)(h) of the Khyber Pakhtunkhwa Universities Act 2012.

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- i. These regulations may be called the “Shaheed Benazir Bhutto Women University Peshawar Library Regulations – 2021”.
- ii. These regulations shall apply to users of the library specified in these regulations.
- iii. It shall come into force with immediate effect.

2. DEFINITIONS

- i. “Acquisition” means library material bought or obtained, typically by the library;
- ii. “Act” means the Khyber Pakhtunkhwa Universities Act 2012 as amended from time to time;
- iii. “Borrowing Policy” means Library policy for issuance and return of library materials;
- iv. “Catalogue” means list of books or non-book materials according to some specific rules;
- v. “Circulation Section” means section where books or non-book material are to be issued to users;
- vi. “Teacher” mean the teacher of the University as defined in the Act;
- vii. “Library” means the library of Shaheed Benazir Bhutto Women University Peshawar;
- viii. “Library Material” means Book and non-book material whether in hard or soft copy;
- ix. “Library User” means the categories of end users as defined in these regulations;
- x. “Library Sections” means the sections in the library as defined by the librarian from time to time;
- xi. “Member” means the user duly admitted by the library authorities and issued library card or membership number to him/her after due process;
- xii. “Personal Belongings” mean any personal thing or object belong to library user including but not limited to books, register, file, briefcase, bag, hand carry, totes, attachés, and so on;
- xiii. “Personal Belongings Shelves” mean the shelves in a specified place in the library where library users shall leave their personal belongings;
- xiv. “Officers” means the Administrative Officers as defined in the Act;
- xv. “Reference Section” means a section where library material is intended to be consulted for information on specific subject,
Provided that the material in reference section shall be available for reading purpose only and it shall not be issued to the user outside the section;
- xvi. “Research Scholar” means the scholars admitted in the University or in its campus in M.Phil., MS. or PhD or other research scheme;
- xvii. “Staff” means all employees of the university other than the teacher or officer;
- xviii. “Students” means the regular students of the University;

- xix. "University" means the Shaheed Benazir Bhutto Women University Peshawar;
- xx. All singular expressions used in these regulations shall include the plural where required;
- xxi. All other expression shall have the same meanings as assigned to them under the Act or the Statutes made thereunder.

3. LIBRARY USER

The following shall be the User(s) of the library:

Category	Details
A	Teachers
B	Research Scholars
C	Students
D	Officers
E	Staff

4. LIBRARY SECTIONS

With the approval of the Vice-Chancellor, the librarian may constitute sub-sections and issue guidelines for users.

5. MEMBERSHIP POLICY

The user may be entitled for library membership. The user shall fill a library membership form and deposit an amount as specified by the librarian from time to time with the approval of the Vice Chancellor.

6. BORROWING POLICY

- i. The users are entitled to obtain books. Loaning benefits vary for different classes.
- ii. Books may be issued on loan to the user for a maximum period noted against each in the table below, renewable subject to justification by the users.
- iii. The Central Library shall be open to members of the following categories:

S. No	Category	Details	Max no. of Books to be Issued	Duration
1	A	Teachers	04	Two Months
2	B	Research Scholars	03	One Month
3	C	Students	02	Two Weeks
4.	D	Officers	02	Two Weeks
5.	E	Staff	02	Two Weeks

7. REFERENCE MATERIAL

- i. Reference material shall be such as defined by the librarian.
- ii. Reference material shall not be issuable,
Provided that the Vice-Chancellor may allow issuance of reference material in special cases.

- iii. The reference material shall be used within the library.
- iv. The reference materials may be allowed for photocopying on payment in the Library.

8. RECALL OF BOOKS

The librarian may recall any issued book as she may deem fit.

9. LOSS OF A CIRCULATION BOOK

Any user who loses or fails to return a book within seven (7) days after due date or recall shall either replace it with the original title, or pay its current replacement value within thirty (30) days along with a fine of 50% of the price of such material.

10. LOSS OF PERIODICAL

Any user who loses or fails to return a periodical after recall shall either replace it with the original title and issue number within thirty (30) days or pay its current replacement value along with a fine of 50% of the price of such material.

11. FAILURE TO RETURN A CIRCULATION BOOK

Any user who fails to return any book on its due date or after recall may pay a fine as specified by the librarian from time to time with the approval of Competent Authority.

12. DAMAGED LIBRARY MATERIALS POLICY

If materials appear damaged upon check-out, library staff note the damage and the date of discovery in borrowing records. It is highly recommended that users point out suspected damage to library staff at the time of check-out. Fine will be charged when library materials will be returned in a damaged condition. Damaged materials are assessed by library staff trained in conservation.

13. DAMAGED CONDITIONS

A library material shall be declared as damaged under conditions as notified by the librarian.

14. DAMAGED OR LOST PIECES OF SPECIALIZED LIBRARY MATERIALS

If an essential piece of the specialized library material is lost, the user shall be required to replace the same or pay its current market value along with 50% fine. In case such essential piece is not replaceable, then the user shall replace the whole kit of the specialized library material.

15. LIBRARY PURCHASE COMMITTEE

- i. The library purchase committee may consist of the following:

1	Dean of the Faculty or the Registrar as the case may be	Convener
2	Head of Department concerned or her nominee	Member

3	Treasurer	Member
4	One nominee of the Vice Chancellor	Member
5	Librarian	Secretary/Member

Provided that the Vice Chancellor may reconstitute or replace any member of the committee as she may deem fit.

- ii. The library purchase committee shall be authorized to purchase the books recommended by the concerned department as per guidelines issued by the HEC / National Library, Government of Pakistan from time to time.

16. WEEDING OUT, DISPOSAL AND WRITE-OFF LOSSES

The Weeding out, its disposal and write off losses shall be made in accordance with the guideline issued by the HEC / National Library, Government of Pakistan from time to time.

17. WAIVE OFF POLICY FOR LIBRARY FINES

All fines charged to the library users may be waived off with the approval of the competent authority as the case may be.

- 18.** The sections or departments residing/housing in library and the library staff shall be equally responsible for the damages and loss of library materials.

ANNEXURE - B

17

WRITE - OFF BOOK LOSSES

Reproduced below is for the information and guidance of readers, the circular of the University Grants Commission on write - off book losses to registrars of all universities of Pakistan.

UNIVERSITY GRANTS COMMISSION

No. 15-2/Acad/85/533

Dated: February 21, 1985.

To:

The Registrars of all the Universities.

Subject:- MINUTES OF THE MEETING OF COMMITTEE ON LIBRARIES

Dear Sir,

A Sub-Committee was appointed by the Vice-Chancellors' Committee to recommend a policy relating to book losses in the Universities' Libraries.

A report of the said Committee was considered and approved by the Vice-Chancellors' Committee in its meeting held on 23-24 January, 1985. A copy of the report is being sent herewith for adoption.

Yours sincerely,

Sd/-
(MUHAMMAD AFZAL)
Director Academics

Encl: As above.

MINUTES OF THE MEETING OF COMMITTEE ON LIBRARIES.

A meeting of the Sub-Committee appointed by the Vice-Chancellors' Committee in its meeting held on 11. 11. 1984 on the policy relating to book losses in the Universities' Libraries was held in the Committee room of the University Grants Commission on 9th January, 1985 at 10.00 a.m. The following attended:-

1. Prof. Anis Khurshid;
Chariman,
Library Science Department, University of Karachi.
2. Mr. Anwar-ul-Haq,
Chief Librarian, Punjab University.
3. Mr. Abdul Hafeez Akhtar, (by special invitation)
Director, Department of
Libraries, Govt. of Pakistan, Islamabad.
4. Mr. Murid Kazim,
Librarian,
Gomal University, D.I. Khan.
5. Mr. Mahmud-ul-Hassan,
Librarian,
Allama Iqbal Open University, Islamabad.
6. Mr. Muhammad Afzal,
Director (Academics),
University Grants Commission.

Dr. Daler Khan, whole-time Member, also attended the meeting as an observer.

The Committee after detailed discussion on various points relating to Universities Libraries made the following recommendations:

1. **Physical Verification.**
 - (a) An upto date shelf list be maintained by each Library invariably for stock-taking purposes.
 - (b) Physical verification be made every year where the number of volumes is upto 50,000.
 - (c) Physical verification be made in phases, to be completed within the maximum period of 3 years, where the number of volumes exceeds 50,000.
2. **Safe-guards.**
 - (a) There should be only one point of entry and exit in the Library. The doors and windows of the Library should be secured with proper protective devices.
 - (b) It should be ensured that no serious negligence.....
 - (c) Proper record for the Library materials issued may be maintained according to modern Library practices and proper records for transfer

and movement of books from one section to the other be also kept. Proper arrangements should be made for keeping the personal belongings, including books, etc. of Library use, at the entrance point.

- (d) The Librarian should be empowered to make personal check on any person, in case of any doubt.

3. Write-off Losses.

- (a) Losses of Library materials are unavoidable when they are used.
- (b) Losses to the extent of 3% per annum of the available stock in an open access Library should be written off by the competent authority on the recommendations of library committee.
- (c) Losses at 2% per annum should be written off of the available collection of a closed-access or partially open access library by the competent authority on the recommendations of library committee.
- (d) Loss of manuscripts, rare books and materials for restrictive use will not, however, be governed by above recommendations at a,b and c. Such losses should be suitably investigated before their write-off.
- (e) The losses written off by the competent authority should be struck off from the stock and the records of the library, including public catalogue, and transferred to the withdrawal register indicating the authority under which the losses were written off.
- (f) In addition, the permanent irrecoverable loans of books; mutilated, damaged and worn-out books found to be beyond repairs during the physical verification of the Library should also be placed before the library committee for write-off, weeding out or replacement thereof.

Sd/-
(PROF. DR. ANIS KHURSHID)
Convener

Endst: No. Acad-VI/3(80)/85

Dated: 27-3-1985.

Copy of the above is forwarded to the Chairman, Library Committee for his information, guidance and comments if any.

Sd/-
(CH. CHIRAGH DIN)
Assistant Registrar (Acad),
for Registrar.

ANNEXURE – C



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

Email: librarian@sbbwu.edu.pk; Phone No: (091)9224749

Library Material Purchase form

Demand Number: _____/SBBWUP
Dated: _____/2017

To

The Vice-Chancellor,
Shaheed Benazir Bhutto Women University, Peshawar

Subject: Request for Purchase of books/Periodicals/Non book Material

Dear Madam,

It is requested that the following list of books is recommended to be purchased for the department.

Books Details:

Author	Title and Edition	Publisher	ISBN	Edition, Series & Volume

Total Number of Books: _____

In-charge

Vice Chancellor

(For library official use only)

Library Request receiving: No. _____ Date _____ Signature _____

Availability of Budget by treasurer office (Remarks) _____

Date _____ Signature _____

Request forwarded by librarian for approval as per budget (Remarks)

Date _____ Signature _____

Purchase Approval:

Vice-Chancellor