

# UAP Central Library

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Updated 30<sup>th</sup> May, 2018

## Instructions for Library Membership

1. Library membership card is required to avail facilities of the library resources. The membership form can be collected from library circulation desk.
2. Two copy passport size photographs (Lab print) along with completed membership form are required to complete the membership process.
3. Students are required to notify library for any changes to their e-mail ID or contact number written on the membership form.
4. Library membership card is neither transferable nor exchangeable.

## Library User Policy:

1. The Library is open to all who have valid UAP ID card or Library membership card. If requires, a valid UAP ID card or Library membership card must be shown at the entrance of the Circulation desk. Those who do not hold any of these IDs are not allowed to use library facilities.
2. Library users are advised to deposit their personal belongings like, books, files, bags, briefcases, umbrellas, overcoat, jackets, newspapers, helmets etc. to the pigeon hole counter before entering into the library. It is to be noted that, the library administration will not be held responsible for safety of deposited materials that are not collected on the same day they were deposited.
3. Users' who have been causing trouble/nuisance inside the library, or who have been interfering with the usage of other users and making excessive noise, may be expelled day by the Library Administration for the remainder of that day.
4. Bringing or eating foods and drinks inside the Library are strictly prohibited.
5. Mobile phones or other electronic devices (capable of making sound) must be kept in silent mode inside the Library.

- Library users are under an obligation to follow the UAP code of conduct. Anyone causing any damage to any property or belongings of the library will be subject of different penalties including but not limited to expulsion from the Library or cancellation of library membership etc. and shall also compensate the University for any damaged caused.

### Library Borrowing Privileges:

- Borrower must use their University ID card to access the library services and resources.
- Journals, magazines, newspapers and reference collection items are not for loan.
- Patrons/Users in the following categories may borrow items from UAP Central library. See the table below to see additional information on library privileges and loan periods.

Membership Category	Number of Item		Loan Period		Overdue Fines (Tk.)		One hour loan	
	Book (BK)	Audio Visual (AV)	Book (BK) (Weeks)	Audio Visual (AV) (Days)	Book (BK)	Audio Visual (AV)	Book (BK)	Fines (Tk.) Per hour per book.
Faculty (F)	5	1	4	3	0	0	1	2
Student (ST)	2	1	2	3	2	0	1	2
Administrative Staff (AD)	2	1	2	3	0	0	1	2

### Returns

- Members must return the items borrowed within the due date range.
- Items must be returned to the UAP Central Library.

### Renewal

- Items on loan may be renewed by the borrower if no request is placed for those items.
- Renewals may be done by presenting the items at the circulation desk of the Library.

### Overdue

- Item/s will be considered as overdue if any user fails to return or renew the item/s within the due date range.
- Borrower will not be able to borrow if he/she has overdue [up to 50 tk.]

3. Once the overdue limit crosses (50 tk.), the Library will send a defaulter list to the respective departments in every semester.
4. Borrowing privileges will be suspended until the item(s) is returned or renewed and the penalty for non-returned item/s is/are paid.

#### **Overdue fines**

1. Tk. 2.00 (two) only per calendar day for each Book Item (BK).

#### **Fine Wave**

There is no option to get fine waiver.

#### **Lost Item**

1. If the borrowed item(s) is not returned within 6 (six) weeks, the item(s) will be considered as lost.
2. Lost of borrowed item by the borrower must be replaced by a new copy of the same item(s) with fines.
3. If unable to replaced need to payment double of the current market price of the item/s with fines.

#### **Lost/Damaged Library Card**

1. If any borrower loses or damages his/her library card then that person shall be liable to pay tk. 50 as compensation.
2. To get a new library membership card needs to submit application addressing the reason for losing/damaging the library card. User must submit one copy recent photograph (Lab print, passport size).

#### **Library Clearance**

1. Students will need to get clearance from library to receive transcript /graduation certificate from the University.
2. Respective Departments of UAP should only send to the central library the soft copy (in a CD) of the students' thesis papers. The CD should contain approved thesis paper in pdf format and abstract, front page, thesis committee members' approval/signature page in word format.
3. Full-time Faculty members and Staffs must take library clearance before going for study leave or discharging from the appointed position of the university.

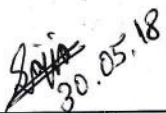
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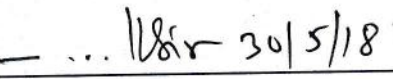
UAP Central library

**Library Hour**

- Sunday – Thursday: 9.00 am to 9.00 pm.
- Only Saturday: 9.00 am to 5.00 pm.
- Friday closed library.
- Library Hours are subject to change.

**Approved by,**

  
30.05.18  
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**Sajia Sultana**  
**Deputy Librarian**  
**UAP Central Library**

  
\_\_\_\_\_  
**Chairman,**  
**UAP Library Committee**