

Kathmandu University library
Hattiban, Lalitpur
Library Rules

1. Opening hours 8.00 AM to 8:00 PM Saturday 10:00 AM to 5:00 PM.
2. All Bags, briefcases and personal belongings should be left at the checking counter.
3. Books and personal files should be checked form the checking counter.
4. Body search can be done for those who are suspected of malpractice in the library.
5. The member should return borrowed books on or before the due date stamped on the date label of the book. An overdue chare will be levied for the late return of the as follows:
Up to 7 days Rs 2.00 per volume per day.
For the rest of the days Rs 5.00 per volume per day.
For PhD Rs 2.00 per volume per day.
6. If the due date lies during the public holidays or vacation period (According to Kathmandu university calendar) the book should be returned to the library on the Opening days are subject to overdue fines or the holidays / vacation period too.
7. Books may be renewed on the condition that it is not reserved by other readers.
8. Journals newspapers and references materials are to be used only in the library.
9. Project reports and thesis cannot be removed from the library under any Circumstance.
10. In case lost of identity card, next card will be make after payment Rs 150.00
11. The library books/resources are also for the benefit of the futures members. They Should therefore be handled with care and consideration.
12. Edibles and smoking are not allowed in the library.
13. Identity card is not transferable. Proper use of the membership is the responsibility Of the card holder misuse can result in severe action against the individual.
14. Identity card should be returned to the library while obtaining library clearance.
15. The university library is a place of individual study and research it is necessary to Maintain a quiet and dignified atmosphere inside the library. So conversation or Consultation noisy or demonstrative greetings inside the library are not permissible.
16. A) Tearing of page of books and newspapers are strongly prohibited. If someone is found doing so he/she will be charged form Rs 500.00 to 1000.00 according to the nature of action.
B) If any person is found guilty of theft, mutilation or loss or library property:

For the first time

- I. He/ she will be fined Re 1500.00 or three times the cost of the tem which ever will be Greater.
- II. His/ her Name will be published on the notice board, directory and student affairs Log books
- III. His/ her parents will be informed about the nature of event.

For the second times

- I. All of above
- II. His/ her remaining terms or semesters library membership will be terminated.

For the Third times

- I. All of above
- II. He/ She will be expelled from the university.
- III. Students who help to protect the library's property will be presented with a letter of Appreciation form library administration.

17. Members may borrow library books as follows

PhD/MPhil	5 Books	30 Days
Master	4 Books	15 Days
Undergraduate	3 Books	15Days

Library can always recall issued books if there is a higher priority need for the books.

- 18. Individuals who provide information during the stealing of materials form the library, He/ she will be awarded with 50% of the penalty amount.
- 19. There are different libraries for different schools. If someone wants books form other. School library of KU library. It can be managed through inter library loan or reference purpose only.
- 20. If someone takes the books for photocopy and does not return the same day he/She will be charged Rs 100.00 per day.