NUML Library Policy

&

Procedures

Year 2025

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Section-1: Definitions

In this Policy Document, unless otherwise specified, or anything repugnant to the Statutes of National University of Modern Languages, the following expressions shall have the meanings as follows:

1.1 ***Academic staff*** - a member of the faculty of the university.
1.2 ***Administrative staff*** - a member of the administration.
1.3 ***Due date*** - date by which a member is required to return any volume issued to him/her on loan from the library.
1.4 ***Faculty*** - a group of university departments concerned with a major division of knowledge.
1.5 ***Faculty member*** - a member of academic staff.
1.6 ***Library card*** - a borrower card issued to the subscriber by the library administration.
1.7 ***Library security*** - a fixed amount to be charged from the member library.
1.8 ***Member library*** - academic and administrative staff, students and members of various bodies of the university.
1.9 ***Volume*** - each copy of books, periodicals, journals and other printed or non-book materials in any form.

Section-2: Policy

1 Purpose:

The NUML library aims to assist and encourage the academic and research endeavors of students, researchers, faculty members, and employees. Through a process of ongoing evaluation, consistent selection and deselection procedures, and other measures, the policy will make sure that the collection's quality is maintained.

2 Scope:

The policy applies to the whole University including its campuses and Rawalpindi Branch.

3 Policy Statement:

This policy lays forth the guiding principles for creating a library collection that satisfies a vibrant community's information demands.

4 Procedure of Acquisition of Books

4.1 Selection of Books

a. The Departments forward their demands for books to the Library duly signed by the Dean of the respective Faculty.
b. The Rector, Director Library and faculty members select books from the list of books reputed booksellers send (with sample books) for the purpose of selection.

4.2 Ordering

a. After receiving the requirements from different Departments, the Library Staff ensures that the books selected/recommended by the Departments are not already available in the Library collection.
b. The Director Library after reviewing the list, put it up for sanction to the Rector. After getting the approval of the Rector, the orders are placed with the booksellers.

4.3 Billing

The books are accessioned in the Library on arrival of books from the seller - the bill(s) is/are endorsed to this effect. The bill(s) then is/are forwarded to the Accounts Section for payment.

5 Accessioning of Books

a. The Accession Record of the Library is maintained in a Bound Register, which shows how many and what books have been added to the Library collection during any specified length of time, from whom they have been purchased and at what cost.
b. The Register contains information like Date, Accession number, Title, Author, Place and Publisher, Year of Publication etc.
c. The Accession number is a serial number given to each book/volume. These numbers are written on title pages, on a stamped page and on a secret page.

6 Cataloging and Classification of Books

a. The books are classified according to the Dewey Decimal Classification Scheme (DDC). Books are assigned classification numbers; the first two letters of author's name and first letter of the title are taken to assign a complete call number to the book.
b. Books are then assigned subject heading(s), according to the Sears List of Subject Headings and Library of Congress Subject Headings.

c. After assigning the call number written on the books, the Library Assistant hands-over books to the Cataloguer/Classifier who ensures that the call number has been written properly.
d. The Cataloguer/Classifier and Computer Assistant enter the data in the Library Software and the books are handed over to the Library Attendant for pasting of book pockets, due date slips etc.
e. Upon the completion of this process, the books are sent to the Circulation Counter for display on the racks/shelves marked "Fresh Arrivals". These books remain displayed on "Fresh Arrivals" for a month. After that, they are displayed in their respective racks.

7 Acquisition of Journals/Magazines/Newspapers

The receipt of journals, magazines and newspapers is marked in a Register maintained for this purpose with the Circulation Assistant. Journals, magazines and newspapers are procured in the following manner:

Local Publication: By placing order with a local supplier after the approval of the Rector.

Foreign Publication: The subscription to foreign journals, magazines and newspapers is remitted in advance for one year or two years.

8 Record of Back Issues of Periodicals

The Library keeps a file of newspapers and magazines published during the last two years. The periodicals are disposed of after two years.

9 Privilege to Use the Library

Following will have the privilege to make use of library resources:

a. All academic (regular, contractual, visiting) staff, administrative staff, students and members of various bodies of the University (such as Governing Board, Academic Council, Executive Committee and Board of Studies).
b. Those having satisfactory credentials/recommendation may be allowed to avail the Library facility with the approval of the Rector.
   NUML is committed to promoting inclusive access to knowledge and educational resources. Accordingly, the University may extend library access facilities, free of charge, to alumni, senior citizens and members of the general public who are not currently enrolled at NUML, enabling them to benefit from its reference collections, digital resources, learning facilities and designated computer laboratories, subject to applicable library policies, resource availability, eligibility requirements and access arrangements.
c. When entering the Library, members need to be in possession of University/Library card or some alternative and acceptable means of identification, which must be shown on demand to a member of a Library staff.

10 Borrowing Privileges

a. The majority of items in the Library collections are available for loan and can be borrowed by eligible members (as defined above). In case of materials, which are not normally loaned, exceptions may be made by the Director Library. No Library material may be taken through the exit unless the loan has been recorded at the Issue Counter.
b. Members are responsible for all loans issued against their Library Cards until those items have been returned and discharged.

c. Members can only use their own Library Card for borrowing and loans must not be transferred from one member to another. The transfer of Library Card is also not permitted.
d. Loan entitlements vary according to type of membership as mentioned in Clause 12.

11 Terms of Loan

11.1 Books and other materials of the following nature shall not be issued, but can be consulted in the library only:

a. All works marked REFERENCE, such as Encyclopedias, Dictionaries, Charts, Maps and Atlases etc.
b. All works permanently or temporarily marked RESERVED.
c. Rare books, manuscripts, protected documents and theses.
d. All Periodicals and Journals.
e. All unprocessed material.

11.2 Any works marked as RESERVED may be issued for OVERNIGHT use only by the Director Library.

12 Loan Period

a. The members can borrow at a time, the following number of books:

Library Books		
Member	**# of Books**	**Loan Period (Days)**
Undergraduate Students	2	15
Postgraduate Students	4	15
Academic Staff	10	30
Administrative Staff	4	15

b. One overnight book subject to availability.
c. Long-term textbooks for one semester subject on the recommendation of the concerned Head of the Department, provided sufficient copies are held in the stock.
d. All materials issued may be recalled by the Director Library to meet any urgent demand even during the authorized period.
e. Books borrowed once may be re-issued provided any other member does not require it. However, these books will have to be physically presented for re-issuance.

13 Refund of Library Security

The Account Section of the University shall maintain the Library security deposit, withdrawal and penalty account.

14 Penalties

a. Books or other materials shall be returned to the Library on the date due, stamped on the book label. A fine of Rs. 3 per day per volume shall be charged for any unauthorized duration for which the book remains with the member. The authority to condone the fine will rest with the Director Library.
b. A fine of Rs. 50 will be charged from students for loss of library card or as re-fixed from time to time by the Rector.
c. Anyone removing or attempting to remove library material without authority may have their borrowing rights suspended or be fined, or both.
d. Borrowing rights will not be restored until all materials have been returned to the Library and all fines and charges paid.

e. Failure by a member to return books or other items when required to do so or to pay fines or charges may be referred by the Library to their Dean/Director.
f. Misuse of computer facilities or networks will be treated as a breach of the Library rules for which appropriate punitive steps shall be taken.
g. All books/non-book material not related to the subject of study will be issued to the member, subject to additional loan charges of Rs. 5 per day per volume.
h. Appeal against fines, charges or suspensions may be made to the Director Library.

15 Loss of Books/Non-Book Material

a. Book(s)/non-book material lost, damaged, or mutilated in any way by a member shall have to be replaced or paid for. The cost of the material(s) realized shall be double the prevailing cost or assessed by the Director Library.
b. In case of student members, if the chargeable cost exceeds the sum of Library security deposit, the individual involved shall be required to pay the excess balance before he/she is permitted to receive his/her final certificate/diploma/degree from the University.
c. Regarding cases of adjustments from or towards the Library security deposit, such members shall not be allowed to borrow books again unless he/she has replenished the security deposit.
d. The amount realized from a member as cost for lost or damaged books or material or not returning the books after due notices, shall be credited to the University's account.
e. Books or other material lost or found to be lost, shall be reported to the Director Library for appropriate action.

16 Weeding

The Rector shall detail one or two independent officers or Stocktaking Board for weeding of outdated, worn-out and seriously damaged or mutilated books and other materials. The officers/the Board shall submit the recommendations to the Rector for writing off.

17 Inter-Library Loan

With a view to extending and/or utilizing the Library resources of other institutions/universities, the University shall enter into and maintain any mutually agreed upon inter-library loan system with academic, research, special, public, government department's libraries, foreign universities and institutions.

18 Transfer of Books

Books can also be transferred to Teaching Departments/Departmental Libraries of the University against a proper loan voucher.

19 Stocktaking

a. The Stocktaking will be carried out every year. However, the Rector may constitute a Special Stocktaking Board at any time for carrying out physical checks of Library material/equipment.
b. The Rector will constitute the Stocktaking Board. The Director Library or any member of the Library staff shall not be appointed as the President of the Board.

20 Write-Off Action

a. The Director Library shall report all damages to the Stocktaking Board, which shall recommend the same for writing-off to the Rector.
b. The Stocktaking Board may recommend the Rector to write-off the losses up to a maximum of 3% of the stock per annum.

21 Digitization of Library Books

a. All the library books have been barcoded for online search and cataloging in library software, 'LIBMAX'.
b. All the books can be searched, booked and reserved online. All the students, faculty and staff members can use this facility. The record of faculty-staff will be updated with new hiring.
c. All the theses of the students are available online on electronic-library.

22 Finance and Accounts

a. Every year the Rector with the approval of the Board of Governors allocates a budget for the purchase of books and journals etc. The amount is determined keeping in view the requirements of different Departments.
b. The Drawing and Disbursing Officer is the Rector of the University. The finances of the Library are maintained in conformity with the instructions issued by the Accounts Section from time to time.

23 Maintenance of Accounts of the Library Fines

The amount charged on account of loss of books, membership cards or overdue fine is received by the counter Superintendent. A temporary receipt is issued on the Account Book provided to him/her by the Director Library. The accumulated amount is deposited in the Accounts Section of the University on proper receipt.

24 The Library Committee

The structure of the Committee will be based on following members:

i.	Pro-Rector Research and Strategic Initiatives (R&SI) Division	Chair
ii.	All Deans	Member
iii.	Director Library	Member
iv.	Relevant HoDs	Member

25 Purchase / Subscription Request

If a faculty member/student wants to suggest books/journals to the library, drop an e-mail at dir-lib@numl.edu.pk.