



# HELP GUIDE FOR NEW LIBRARY USERS

## Library Information Services, CUI Lahore

### LIBRARY MEMBERSHIP

All CUI registered students are library members. Just show your COMSATS ID card to circulation desk and get the library material

### 1. Library Rules and Regulations

Library users are expected to observe the following library rules while using the library facilities. Any violation may leads to some disciplinary action.

1. Leave your personal belongings (bags, briefcases, handbags etc.) at the library entrance.
2. Take care of your belongings as library disclaims any responsibility for loss or damage.
3. Keep your cell phones on silent mode/switch off within library premises.
4. To make the library environment more conducive for reading and research, gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited.
5. Submit library material(s) for inspection, if requested.
6. Underlining, marking, folding and tearing pages of library materials is prohibited.
7. Leave the library materials on tables after consulting/reading.
8. Observe Electronic Resource Section rules while using library computing facilities.
9. Library membership could be suspended or cancelled along with a penalty in the following cases:
  - Nonpayment of library fine(s)
  - Theft of library material(s)
  - Nonpayment of fine of damage material
  - Non returning of the temporary issued material within due time
  - Any kind of disturbance in library
  - Misconduct with the library staff
  - Breaching of established library rules and norms
10. All library users are requested to:
  - Display your COMSATS ID card.
  - Switch off your mobile phone.
  - Enter with formal dress.
  - Enter only for individual study not for discussion.

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## BORROWING RULES

All registered members are entitled to borrow library materials. The borrowing privileges may differ depending upon the membership category. The borrowing privileges for different membership categories are:

Category	Borrowing Privileges	Time Period
Undergraduate students	02	One Month
Graduate students	02	One Month
Postgraduate students (MS/M. Phil/PhD)	04	One Month

### **COMSATS ID card required while borrowing library materials.**

- Books borrowed by any patron can be reserved.
- Reserved books may be collected within 2 days from the circulation desk. Book(s) borrowed by any patron can be renewed for a period of 01 Month as long as the same is not reserved by another patron.
- Non-circulating materials such as reference books, current journals, and research projects cannot be borrowed and only be used within library premises.
- Any of the borrowed library materials is subject to recall as and when needed by the library.
- If the patrons misplace any library material and is unable to find them, it is recommended to report at circulation desk immediately to avoid overdue fines.

### **Library Fine**

Certain fines are charged for overdue (not returned on time) library materials. This is an effort to provide patrons an equal opportunity to make use of library materials and to maximize sharing of library collections.

- Overdue fine is charged from the first overdue date/day.
- Overdue fine on general books would be PKR10 per book per day.
- Overdue fine on temporarily issued materials would be PKR100 per day.
- Loss of library materials would be charged five times the current price.
- PKR100 will be fined of library user who is found Using mobile, doing Discussions, Chatting, Running, eating, drinking, sleeping etc. The fine will be doubled if one found guilty again.

### **Library Help Services:**

For any query, suggestion, and problem, please contact the Main or Departmental Library.

Library	Contact Person	Email	Phone Number
Main Library	Raiqa Pervaiz	<a href="mailto:raiqa@cuilahore.edu.pk">raiqa@cuilahore.edu.pk</a>	042 111001007 Ext. 856
Library – A&D	Ms. Naira Munir	<a href="mailto:nmunir@cuilahore.edu.pk">nmunir@cuilahore.edu.pk</a>	042 111001007 Ext. 257
Library – Mgt. Sc.	Atiq ur Rehman	<a href="mailto:atiqrehman@cuilahore.edu.pk">atiqrehman@cuilahore.edu.pk</a>	042 111001007 Ext. 258
Library – Pharmacy	Ms. Fatima Usman	<a href="mailto:fatimausman@cuilahore.edu.pk">fatimausman@cuilahore.edu.pk</a>	042 111001007 Ext. 230

Or visit our library website through the link [Library.cuilahore.edu.pk](http://Library.cuilahore.edu.pk) 042-35321094.

### **Location:**

<https://www.google.com/maps/place/COMSATS+University,+Lahore+Campus/@31.4027231,74.2104454,669m/data=!3m2!1e3!4b1!4m5!3m4!1s0x3918ffd0bc7c5f71:0x879e9b82857bcd94!8m2!3d31.4027185!4d74.2126341?hl=en>