



Bahria University Islamabad

Rules and Regulations

(Department of Library)

- The Library shall remain open according to timings notified from time to time.
- Silence should be observed in the library.
- Mobiles /iPods /Laptops should be kept on silent mode. Sleeping, Listening/ watching drama and music etc. while staying at library is prohibited.
- Leave your personal belongings such as handbags, briefcases, etc., outside the library entrance.
- Seats in the library cannot be reserved.
- Eating, drinking and smoking etc. are not permitted within library premises.
- Library staff can ask anyone causing disturbance or not properly dressed e.g. wearing sleeveless T-shirts, singlet and shorts etc. to leave the library.
- All persons at Bahria University including (faculty/students/staff and administration) are eligible to borrow materials from the library. Borrowing privileges may differ depending on the membership category. The borrowing privileges are as under.

Membership Category	Borrowing Limit	Duration	Fine Per Day
STUDENTS			
UG (BS, BBA, LLB)	03	15	20
Master (MBA,MCS, MES)	04	15	20
MPhil/MS	05	15	20
PhD	10	30	20

Note: Textbooks will issue for 07 working days only and will be reissued next day.

Note: visiting faculty members will draw book from library with the approval of concerned HOD (one book/per subject for 15 days).

- A valid library card is must for borrowing the Book(s) and other material.
- Book(s) returned after due date, a fine of Rs.20/- per day will be charged.
- If the book return date is on weekend/off day then return it one day earlier.
- All text books must be returned to library, 15 days prior to semester end.
- Reference material, CD-ROMs,(original) periodicals, and newspapers will not be issued. They can only be consulted within the library premises.
- Book(s) will be reissued if it is not required by any other member on the next day but not reissued on the same day. Book(s) will have to be presented at the time of reissue. Student/Library member will submit any book(s) or other material, when requested by the library staff.
- Do not write, underline or mark any book(s). Library book(s) are carefully examined on return and the borrower will be held responsible for the damage.

- Any student/library member caught mutilating or stealing library materials will be referred to the Disciplinary Committee and membership will be suspended till decision. If a student/library member continues this act, his/her membership will be permanently canceled.
- In case of loss or damage, the student/library Member will be charged the double price of book(s) or other material.
- Do not change configuration of computers or any other equipment in the library.
- Bahria University IT code of conduct must be observed while using IT applications.
- All library fines are only paid with the accounts department. Library account will be blocked if the fine is not paid.
- Faculty members will also follow the general rules and can borrow the library books according to their category.
- Faculty members (Regular and Visiting) are required to return the book(s) two week prior to the commencement of the final semester.
- All visiting faculty should get proper library clearance at the end of each month otherwise their final payment should be stopped till clearance.
- The Library shall maintain newspapers and periodical of the preceding calendar year and the old ones may be disposed off by the library staff in a suitable manner with the approval of the Director
- Head of the Departments are required to send the list of the text/ recommended books required for each course being offered, at least 6 weeks prior to the commencement of the classes
- Library will receive only one copy of final project /Thesis of each graduating student sent by exam section.
- Anyone who leaves the institute or University without returning the book(s) borrowed from the library, the price of the books(s) will be adjusted against his dues with the institute or University.
- Library will be closed for 15 days at the end of every year for annual stocktaking.
- Annual stock taking report will be submitted to competent authority for right off and dispose of the book(s) and other material.
- Rector/Director Campus are empowered to issue further instruction or permit relaxation in these rules.

Book Bank Rules

Liquidate Damage and Fine Policy on violation of terms and conditions of the Book Bank is appended below:

- a. If the borrower fails to return books on time, he/she shall be liable to pay fine of Rs.20/- per day for each book.
- b. In case of loss of book, the borrower is required to either replace the book or have to pay double cost as per prevailing market price.
- c. If any book found damaged, defaced, pages torn / turned or mutilated at the time of return of the book then such books will not be accepted and the member will have to replace the same or pay actual / current cost of the book.
- d. In case the lost / misplaced book is obsolete and not available from the market, then dual amount of the lost book is to be deposited in the Account Office.
- e. If any book found with loose binding at the time of return, then the student has to pay Rs.250/- as binding charges. The amount collected will be deposited in the Account Office.

- f. It is compulsory for the students to return all the books and get clearance from the Library, prior to leaving the University.

General Rules

The general rules/regulations to be exercised for the Book bank are appended below:

- a. All the students of the Bahria University are entitled to become members and can draw books from the Book Bank.
- b. Membership to the Book Bank will be granted upon completion of prescribed Library application form.
- c. Depending upon the availability of the sets of books the priority will be given to the students who are most deserving.
- d. Books can be loaned for a period of whole semester.
- e. A delay fine will be charged from students keeping the book or books beyond the prescribed period at the rate of Rs. 20/- per day per book.
- f. Books issued to the members are non-transferable.
- g. If any student availing the facility loses or damages the book he/she shall replace the Volume(s) with new book (or pay the current cost of the book plus fine, if any, as may be directed by authority).
- j. Correct BU e-mail address is to be provided while filling the library membership form.

Use of Computer and Electronic Resources

Access to Library computer facilities is principally for those who are entitled to a borrower's card. Users must comply with the University's Terms and Conditions of use of Information Technology Facilities.

- Users shall not damage or tamper with the computing equipment, its systems, programs or other stored information.
- A user shall not use the computing facilities for purposes other than academic pursuit.
- The use of facilities for the display, storage or transmission of offensive, obscene or defamatory or illegal materials is strictly forbidden and any violation in this regard is liable to disciplinary action.
- A user shall not breach the privacy of any information held by the University in its computing facilities.
- Copying of the software loaded in the library computers is strictly prohibited.



SAIMA ALI
Chief Librarian
Bahria University

HEC Digital Library:

The following digital resources through HEC-PERN project are available through the intranet and VPN:



LOCAL DIGITAL COLLECTION - eBooks

Digital collections are collections of materials that are available digitally. They may include analog materials that have been digitized, as well as items that were "born-digital". Through this service, Bahria University library strives to make quality information usable and widely available in digital format for its patrons.

The Digital Collections contain materials that is invaluable and shows the made by Bahria University Library staff to bring them to the users. More than 24000 Digital resources are the part of Local Digital Library.

A university is just a group of buildings gathered around a library.

"Shelby Foote"

AWARDS AND DISTINCTIONS

The library was honored with the "Best Library Award" by the International Society for Science and Religion (ISSR) through a competitive and peer-review process based on present capacity, commitment to research and study in science and religion, institutional support for related projects and original and promising plans for scholarly activity related to the library.



"Highest Usage Award" Emerald

Bahria University Islamabad was honored with "Highest Usage Award" certificate from Emerald Group of Publishing which is considered as leading publisher of journals and books.

WORKING HOURS

The library hours during the academic year are as follows:

During vacations the library hours are subject to change.

For the latest information, please visit the library's web page at <http://bahria.edu.pk/libraries> or consult the information desk.

Library Timing

Monday to Friday
8:30 Am to 9:00 PM

Saturday & Sunday
9:00 AM to 5:00 PM



chief.librarian@bahria.edu.pk

92-51 9260002 Ext: 1476, 1227



Shangrila Road, Naval complex,
E -8 Islamabad Pakistan
Website: <https://bahria.edu.pk/libraries/>

**BAHRIA UNIVERSITY
MAIN LIBRARY**



ACM and 22 other journals/Magazines of Computer, Earth Sciences, Social Sciences and Management Sciences. Periodicals, sometimes referred to as "serials", are usually published on a daily, weekly, monthly or quarterly basis.

Circulation Services:

At the Circulation desk, you can find information on the library's resources, check out materials, access course reserves, get information about library fines, and ask for assistance. The staff at the Circulation desk is available to help you find the information you need.



New Arrivals:

The new arrival section has been placed in front of a Technical processing room. The flippers/dust covers of new books are also placed on the notice board of the library.



ELECTRONIC RESOURCES

BU Library Website:

The Library's website is a one stop information solution. It is managed, maintained and organized by IT experts. It provides links to almost all academic disciplines that are taught in the university.



LIBRARY SERVICES

Print Collection:

Bahria University Library's collection encompass a rich and varied universe of printed volumes, digital resources, maps, media and archival materials. The print collection is nearing 35125 volumes, plus nearly a 25,000 thousand e-books, with close to 10 million journal articles, 75,000 journals/magazines (full text with bibliographical information), 20 online international databases. (Full text). The collection covers all subjects i.e. Computer Science, Engineering, Mathematics, Management Science, Earth Science, Social Sciences, Media, Law, Clinical Psychology and Reference books etc.



Reference Services:

Bahria University library has an up to date reference collection on a wide range of subjects. The reference collection includes books, almanacs, and back volume of journals, encyclopedias, hand books, dictionaries, atlases, year books and other materials. All these reference materials can be used in the library premises.



Thesis & Dissertation:

Collection in the Library includes some undergraduate projects, graduate, postgraduate and MPhil thesis in Computer Engineering, Management Science, and Earth Science from 2000 to date. The collection of Thesis/dissertation is nearing 8900 titles.

Magazines/ Periodicals and Newspapers:

Bahria University Islamabad campus Library houses a large collection of current periodical subscription as well as many back issues. Library subscribed 12 research journals of IEEE,



INTRODUCTION

Bahria University Islamabad Campus Library aim to encourage and support both academic and research activities of the university students, researchers, faculty members and the university staff. Islamabad campus library provides a full range of services that include book loans, online information searching, reference services, photocopying, access to millions of digital resources and research support services i.e. citation management training, plagiarism, and Information literacy training.

The qualified and experienced staff is dedicated to providing quality services to all the users.

Islamabad Main Campus Library Provides web accessible information resources and easy access to advanced learning facilities. A healthy store material is available to support learning and research at the University, 35,125 printed volumes, 72 extensive high quality journals, magazines and latest reference resources i.e. Encyclopedia Britannica, Encyclopedia Americana, Encyclopedia of Science & Technology etc.

Cornelius Law Library It has a collection of more than 6698 reference books. The library keeps a comprehensive range of law reports covering the precedents of higher and apex judiciary from 1947 onward. Additionally, the law library is fully equipped with the electronic resource, such as HEC virtual library, legal data base and a considerable collection of the online law journals.





Virtual Reference Service:

<https://bahria.edu.pk/libraries/online-library-catalogue/>

Librarian are available to chat with Bahria Community for any query regarding library via email. It enables library patrons to discuss their information needs with relevant librarian that will be available for answering queries



Library iportal:

<http://111.68.99.23:8007>

Library portal provides access to library catalogue and secure access to user accounts & activities. Library users can view their library accounts and circulation activities through the portal



HEC Summon Search:

Summon Search is an easy to use Content Management System. This service will help the user to find relevant resources related to given key words on the search engine from all the databases of HEC digital resources. Through this platform, user can save time and effort to find relevant materials quickly.



Bahria University Library

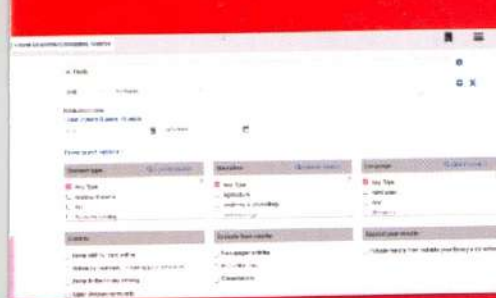
<https://bahria.edu.pk/libraries/>



Bahria University Library

Create your own Future

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Plagiarism Detection Service:

Library facilitates Bahria faculty's access to online plagiarism detection and management software i.e. Turnitin. Library also provides similarity report and certificate according to HEC rules for assignments, final thesis and projects.

Self-check Service:

Self-check service is mechanism for library patrons to process transaction by their own. Library now offers self-check service.



Create your own Future

Bahria University Library

<https://bahria.edu.pk/libraries/>



Library Website:

<https://bahria.edu.pk/libraries/>

The library website provides a comprehensive gateway to wide range of library materials, both printed and e-form. It is a primary source for information about library collections, services, and facilities.



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Kindle E-book Readers:

Kindle e-book readers with preloaded popular books are available to the library users. Library's online resources can also be accessed through these devices



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