



CENTRAL LIBRARY

Khagan, Birulia, Savar, Dhaka-1216

Library Policy and User Guide

Library Hours: 9:00 AM to 5:00 PM (Friday to Tuesday)

Library Policy:

To efficiently carry out teaching-learning and research activities, the CU community depends on the library, its resources, and its services. To support and ensure prompt access to the collection of library objects within the endeavor, CU Library in turn depends on its users. Other users are not allowed access to the same resources while goods are not returned on time. By returning or renewing resources on or before the due date, library customers assist the institution. Users can share the wealth of the library's resources by adhering to its circulation policies.

General Rules for Library Users:

- Students will be allowed to use the library facilities only after producing the valid Library Membership Card.
- Personal communications like talking with others loudly inside the library are completely prohibited. The mobile phone must be kept in silent mode before entering the library.
- Personal belongings like books, magazines, drinks, food, and other personal materials are not allowed inside the library.
- Bags, umbrellas, jackets, and any other carrier must be deposited in the pigeon-hole adjacent to the library, room no.216.
- Students should not keep their precious materials in their bags which are kept in a pigeon-hole.
- Writing and making any marks in the books of the library is forbidden. A borrower is responsible for any damage made to the book and will be liable for the replacement of the same. If any damaged book is not replaced by the borrower, University will be entitled to recover the demurrage based on the market value + 20% as a service charge.
- Each semester library membership card must be updated showing the Bank deposit slip.



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Lending/Borrowing regulations:

- Books are borrowed in two-way: Library Management System KOHA and manual borrowing card.
- Students may borrow books only if they have a valid library membership card.
- Students may borrow a maximum of two (2) books/library materials for two weeks(14 days). Renewal may be allowed depending on the availability of the book/materials in the library collection.
- Faculty members are privileged to borrow five (5) books for the whole semester. Additional copies may be facilitated depending on the availability of the required books in the library.
- Course-related Reference copy stamped as “Reference” may be borrowed only for two (2) hours.
- Check-Out and Check-In time is ten (10) minutes before the library closing time.
- If a student fails to return the library book/materials before the due date, he/she will have to pay a fine of Taka.5.00(Five) for each additional day per book. For reserved books, the fine will be Taka five (5.00) for each additional hour.
- Overdue fines will be calculated from the date/time mentioned on the issue slip of the material.

