



The
University of
Faisalabad

THE UNIVERSITY OF FAISALABAD

LIBRARY HANDBOOK & USER GUIDE

A comprehensive guide to library services, digital resources, regulations, and academic research support across all TUF campuses.

CAMPUS NETWORK

Saleem Wing (Noor-e-Siddique Akbar Library)

Amin Wing (Bab-ul-Ilm Library)

Jinnah Wing (Jinnah Library)

THE UNIVERSITY OF FAISALABAD — LIBRARY HANDBOOK

1. INTRODUCTION & OVERVIEW

The University of Faisalabad (TUF) Libraries serve as core academic and learning hubs across all university campuses:

- **Saleem Campus:** Noor-e-Siddique Akbar Library
- **Amin Campus:** Bab-ul-Ilm Library
- **Jinnah Campus:** Jinnah Library

The primary mission of TUF Libraries is to support learning, teaching, and advanced research by providing access to rich print collections, digital databases, and modern electronic services.

2. LIBRARY OPERATING HOURS & ACCESS POLICY

Operational Hours: Monday through Saturday: 08:00 AM – 04:00 PM (Closed on Sundays and Public Holidays).

- **Entry Regulations:** Access is strictly restricted to registered TUF students, faculty, and staff carrying valid University ID cards.
- **Visitor Policy:** External scholars or visitors must obtain prior written permission from the Chief Librarian's Office.

3. CORE LIBRARY SERVICES & DIGITAL INFRASTRUCTURE

- **Online Public Access Catalogue (OPAC):** Search and check physical book availability across all campuses remotely via the portal.
- **Book Bank Service:** Dedicated textbook rental service allowing students to borrow core course textbooks for the duration of an entire semester.
- **HEC Digital Library Access:** Direct access to peer-reviewed international research journals, conference proceedings, and databases including IEEE Xplore, ScienceDirect, and Wiley Online Library.
- **E-Books Collection:** Full-text electronic textbooks and reference materials from leading global publishers.
- **Institutional Thesis Repository:** Dedicated physical and digital archive housing undergraduate capstone projects, master's theses, and doctoral dissertations.
- **Plagiarism & Similarity Checking (Turnitin):** Turnitin evaluation for research papers, theses, and assignments.
- **Off-Campus Remote Access (VPN):** Remote login service allowing registered students and faculty to access HEC databases from home.

4. CIRCULATION POLICIES & REGULATIONS

Borrowing Entitlements

User Category	Book Entitlement	Loan Duration
Undergraduate Students	2 Books	14 Days
Postgraduate / PhD Students	4 Books	14 Days
Faculty & Academic Staff	6 Books	30 Days
Administrative Staff	2 Books	14 Days

Circulation Rules & Fines

- **Book Renewals:** Books can be renewed up to two times prior to the due date, provided the item has not been reserved by another user. Renewal requests can be processed at the circulation desk, online through the portal, or by sending an official email request.
- **Short-Term Borrowing:** Reference materials, including Newspapers and Magazines, are strictly for short-term borrowing and can only be taken out temporarily for photocopying purposes.
- **Theses & Projects Restriction:** Academic research papers, theses, and projects can be viewed on both digital and physical portals, but their access is strictly restricted within the library premises (haddood). Downloading or taking them outside the library is not permitted.
- **Overdue Penalty:** An administrative fine of PKR 10/- per day per book applies after the due date.
- **Lost or Damaged Items:** Borrower must replace the exact latest edition or pay the replacement cost as per university regulations.

5. CODE OF CONDUCT & OPERATIONAL GUIDELINES

- **Quiet Zone:** Strict silence must be observed across all study halls and reading rooms.
- **Cell Phone Policy:** All mobile phones must be switched off or kept on completely silent mode inside the library premises. Attending calls or causing a distraction will result in disciplinary action.
- **Personal Belongings:** Bags and personal items must be placed in locker racks at the entrance.
- **Food & Beverage Restrictions:** Eating and drinking (except bottled water) are strictly prohibited.
- **Care of Material:** Underlining, marking, or damaging library books is strictly forbidden.
- **Computer Lab Etiquette:** Workstations are reserved for research, searching OPAC, and accessing research databases.

6. DEGREE & EMPLOYMENT CLEARANCE (NOC)

All graduating students and departing faculty/staff must obtain an official Library No Objection Certificate (NOC) by returning all borrowed books, clearing overdue fines, and returning locker keys.

7. ONLINE PORTALS & TECHNICAL SUPPORT

- **Online Submission Forms:** Submit requests for Membership, Book Requests, or Wi-Fi Access directly through the online form on the portal.
- **Remote Access Configuration:** Download and follow the step-by-step VPN Guide on the library portal to set up remote network access.

Campus Libraries & Helpdesk Contact Details

Saleem Wing Noor-e-Siddique Akbar Library University Town, Sargodha Road, Faisalabad Tel: +92-41-8750971-5 Email: librarian@tuf.edu.pk	Amin Wing Bab-ul-Ilm Library Faisal Town, West Canal Road, Faisalabad UAN: +92-41-111-111-883 Email: librarian.ew@tuf.edu.pk	Jinnah Wing Jinnah Library Gulberg Road, Jinnah Colony, Faisalabad Phone: +92-41-111-111-883 / +92-41-5391021 Email: librarian.jinnah@tuf.edu.pk
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