

**FREE PUBLICALLY-ACCESSABLE
UNIVERSITY
MAIN LIBRARY**

**Submitted to
Registrar Office**

University of Poonch Rawalakot

**DATE
25, MAY, 2022**

**LIBRARY ACCESS TO GENERAL PUBLIC
UNIVERSITY OF POONCH RAWALAKOT, AZAD JAMMU AND KASHMIR**

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LIBRARY ACCESS TO GENERAL PUBLIC

UNIVERSITY OF POONCH RAWALAKOT, AZAD JAMMU AND KASHMIR

University of Poonch Rawalakot (UPR) is motivated to embrace open-access library systems as it recognizes the profound benefits such systems offer to both their academic community and the broader global knowledge ecosystem. Open access libraries promote the democratization of information by eliminating economic impediments, guaranteeing that scholarly materials are readily available to everyone, irrespective of their financial circumstances. This not only advances exclusivity and equal educational opportunities but also nurtures collaborative research and fosters innovation. Additionally, open access libraries amplify the prominence and influence of a university's research contributions, as they gain broader dissemination and citation. UPR while embracing this model aligns with the principles of open science, which emphasize transparency, collaboration, and the acceleration of scientific progress. In this policy the UPR's primary vision is to create a scholarly landscape that is more accessible, equitable, and interconnected, and open access library systems play a crucial role in realizing this goal.

The Registrar will formulate a committee consisting of members of faculty, staff, and students, and will review this policy from time to time to ascertain if any amendments are necessary.

1.1 Policy Category

Institutional Policy

1.2 Office Responsible for Review of the Policy

Registrar office is responsible to formulate a committee and review this policy every two years to ascertain if any amendments are necessary.

1.3 Related Policies

1.3.1 University Policies

UPR Life Long Learning Access Policy

1.3.2 National Education Policies

The National Education Policies is a significant framework that guides educational reforms and development in a country, aiming to enhance the quality and inclusivity of education at all levels. It encompasses various objectives, including revamping curriculum structures, promoting digital literacy, and emphasizing holistic learning approaches to prepare students for the challenges of the 21st century.

WebLink: <https://mofept.gov.pk/Policies>

1.3.3 HEC Graduate and Undergraduate Education Policy These are Higher Education Commission (HEC) policies to enhance the quality of graduate and undergraduate programs in Pakistan.

WebLink: <https://www.hec.gov.pk/english/policies/>

2.1 Purpose of Policy

University of Poonch Rawalakot (UPR) is motivated to embrace open-access library systems as it recognizes the profound benefits, which it offers to both their academic community and the broader global knowledge ecosystem. Open access libraries promote the democratization of information by eliminating economic impediments, guaranteeing that scholarly materials are readily available to everyone, irrespective of their financial circumstances. This not only advances exclusivity and equal educational opportunities but also nurtures collaborative research and fosters innovation. Additionally, open access libraries amplify the prominence and influence of a university's research contributions, as they gain broader dissemination and citation. UPR while embracing this model aligns with the principles of open science, which emphasize transparency, collaboration, and the acceleration of scientific progress. In this policy the UPR's primary vision is to create a scholarly landscape that is more accessible, equitable, and interconnected, where an open access library systems play a crucial role in realizing this goal.

2.2 Scope of Policy

The core aim of a university library's open access policy is to ensure that scholarly resources are freely accessible, without any restrictions or costs, to both the academic community and the broader public. UPR advocate open access, and strive to facilitate the widespread sharing of knowledge, stimulate collaborative research endeavors, and promote the equitable distribution of information, ultimately driving progress in global research and innovation.

3. Policy Statement

The University of Poonch Rawalakot is committed to promoting knowledge sharing and fostering a spirit of learning in the broader community. As part of this commitment, the university's library extends access to the general public during specific hours. This policy outlines the guidelines for access and usage of the university library by members of the public.

4. General Access Hours

The UPR Main Library's general public access hours are from 3:00 PM to 6:00 PM, Monday through Friday. Please note that access hours may be modified during university holidays and special events, with advance notice provided on the university's official website for any such adjustments.

5. Eligibility

Members of the general public are eligible for library access during the designated hours. Children under 12 must be accompanied by an adult.

6. Registration

The criteria for eligibility under the university open access policy are as outlined below.

^ All visitors must register at the library entrance and present valid photo identification, such as a government-issued ID card, driver's license, or passport.

^ Visitors will be required to complete a one-time registration process, providing their contact information and agreeing to adhere to the library's rules and policies.

^ A visitor pass will be issued upon successful registration and must be displayed at all times during the visit.

7. Access Restrictions

Access to certain areas, resources, or services may be limited or restricted to university faculty, staff, and students. b. The library reserves the right to restrict or deny access to individuals who violate library policies, engage in disruptive behavior, or misuse library resources.

8. Use of Resources

a. Visitors are expected to adhere to the library's code of conduct, which includes maintaining a quiet and respectful environment for all library users. b. Visitors are encouraged to use available resources, including books, periodicals, and reference materials, responsibly and in compliance with copyright laws. c. Personal laptops and mobile devices are permitted, but users are expected to respect the library's quiet environment.

9. Borrowing Privileges

Borrowing privileges are generally reserved for university students, faculty, and staff. The general public may not borrow library materials. However, on-site use of materials is encouraged.

10. Security Measures

a. Library staff may perform bag checks at the entrance to ensure the safety and security of all visitors and library materials. b. Surveillance cameras are in operation within the library premises to monitor for security and safety purposes.

11. Parking and Facilities

Visitors are responsible for finding suitable parking facilities and adhering to any parking regulations in place on the university campus.

12. Changes to Policy

The University of Poonch Rawalakot reserves the right to modify this policy as necessary. Any changes will be communicated through the university's official channels, including the website and signage within the library.

13. Feedback and Concerns

Visitors are encouraged to provide feedback, concerns, or suggestions related to their library experience to the library staff for consideration in ongoing efforts to improve library services.

14. Contact Information

For any inquiries related to this policy or library access, please contact:

Chief Librarian, Main Campus,
University of Poonch Rawalakot.

Phone Number

+92-5824-960053

**RECREATIONAL WALK AND JOGING TRACK OF UNIVERSITY –ACCESSABLE FOR
GENERAL PUBLIC**

Poonch University’s walking and jogging track is an open facility for public use, a place where health, fitness and community comes together. Located in the university’s peaceful campus, the track is surrounded by greenery, a beautiful view that makes walking, jogging or running more enjoyable. The track has a smooth and durable surface, comfortable and safe for all fitness levels, from casual walkers to seasoned joggers. This space is open from 3-5 pm in winter and 3-7 pm in summer; this track is secure place for evening strolls or group fitness activities. The track is not only for students but also for families, fitness enthusiasts and community members to connect in an open and natural environment. By opening the facility to the public, the university is promoting healthy lifestyle and community bonding.



University Policy for Public Access and Use of Jogging and Track Facilities

Registrar Office

University of Poonch Rawalakot

DATE

12 May, 2023

1. General

University of Poonch Rawalakot (UPR) recognizes its responsibility to contribute to societal growth and fulfill its duty to the community by providing public access to its track and field facilities. This initiative offers numerous benefits, including enhanced community engagement that fosters meaningful connections and strengthens goodwill. By opening its facilities to the public, UPR positions itself as an inclusive and supportive institution dedicated to promoting health and wellness within the community. This approach also raises the university's profile and visibility, sparking potential interest in academic programs and events.

Allowing public access opens the door to partnerships with local organizations and creates opportunities for positive public relations. Increased activity on campus promotes a safer environment through a stronger community presence. Lastly, this outreach is an indirect recruitment tool, as positive interactions with the university may inspire individuals to consider future enrollment. Through these efforts, UPR demonstrates a commitment to serving the public while enhancing its role as a community-centered institution.

2. Policy Category

This is an Institutional policy.

3. Office responsible for review of the policy

The Registrar's office of the UPR is responsible for formulating a University Policy for Public Access and Use of Jogging and Track Facilities committee and reviewing the policy every two years to ascertain if any amendments are required.

4. Purpose and Scope

Outline the policy's aim to provide guidelines for the safe and responsible use of the university's jogging and track facilities by the general public while ensuring that university activities are not disrupted.

5. Policy Statement

University of Poonch Rawalakot (UPR) is committed to fostering community engagement and promoting public well-being by providing access to its track and field facilities. This policy outlines the terms and conditions under which the general public may use these facilities, ensuring their responsible use while supporting UPR's mission to enhance societal development and maintain a safe, inclusive environment.

6. Access and Hours of Operation:

The facilities are open to schools, colleges, and the general public from 2:00 PM to 5:00 PM daily.

7. Registration and Fees:

One-time Registration and Card Issuance Fee: Rs. 300.

8. Rules of Conduct:

Expected User Behavior and Guidelines

8.1 Safety Guidelines:

- a. Follow all safety protocols and emergency procedures.
- b. Report any hazards or suspicious activities immediately.

8.2 Prohibited Activities:

- a. Avoid disruptive behavior, including loud noises or inappropriate conduct.
- b. Strictly refrain from vandalism, theft, or the use of prohibited substances.

8.3 Respect for Property and Others:

- a. Handle university equipment and facilities responsibly.
- b. Maintain cleanliness in shared spaces.
- c. Show respect towards staff and fellow users.

Adherence to these rules ensures a safe, respectful, and productive environment for everyone.

9. Priority Use:

The university prioritizes the use of jogging and track facilities to ensure fair and efficient access. Key priorities include:

9.1 University Activities:

- a. Reserved use for official university sports teams, fitness programs, and physical education classes.
- b. Scheduled university events take precedence over casual use.

9.2 Student and Staff Access:

Unscheduled time slots prioritize students, faculty, and staff for personal fitness and recreation.

9.3 Community Access:

- a. Public access is allowed during designated hours, provided it does not interfere with university programs.
- b. Community users must adhere to facility guidelines and safety protocols.

9.4 Special Events:

Advance bookings for approved events, such as athletic meets or charity runs, take priority.

By aligning access with these priorities, the university ensures equitable use while maintaining its primary focus on educational and athletic objectives.

10. Liability Waiver:

- a. Users understand that jogging and track activities involve inherent risks, including the possibility of injury.
- b. Participation is voluntary, and users assume full responsibility for their own safety.
- c. The university is not liable for any injuries, accidents, or damages incurred while using the facilities.
- d. Users waive the right to hold the university responsible for claims arising from their use of the track.
- e. Users agree to follow all posted safety guidelines and policies.
- f. Non-compliance may result in denied access or other consequences.
- g. Users are responsible for their personal health and fitness readiness.

11. Prohibited Items and Activities:

To maintain safety, cleanliness, and a positive environment, the following items and activities are strictly prohibited:

11.1 Prohibited Items

- a. Weapons and Hazardous Materials: Firearms, knives, explosives, or any dangerous objects.
- b. Alcohol and Illegal Substances: Alcoholic beverages, drugs, or any prohibited substances.
- c. Glass Containers: Glass bottles or other breakable items.
- d. Unauthorized Equipment: Motorized vehicles, bicycles, skateboards, or drones.

11.2 Prohibited Activities

- a. Disruptive Behavior: Loud music, profanity, or conduct that disturbs others.
- b. Vandalism: Damaging or defacing university property.
- c. Unauthorized Group Activities: Large gatherings or events without prior approval.
- d. Commercial Use: Selling goods, advertising, or conducting business activities.
- e. Littering: Leaving trash or failing to clean up after use.
- f. Unauthorized Pets: Animals, except for service animals, are not allowed.

Violations of these rules may result in removal from the premises, suspension of access, or further disciplinary actions. These guidelines ensure the facilities remain safe and enjoyable for all users.

12. Enforcement and Penalties:

The university is committed to ensuring that the jogging and track facilities are used safely and responsibly. The following measures will be implemented to enforce the policy and address violations:

12.1 Enforcement

- a. Monitoring: Facility staff or designated personnel will routinely monitor the track to ensure compliance with rules.
- b. Reporting: Users are encouraged to report violations or unsafe behavior to facility staff or campus security.
- c. Investigation: Reports of violations will be reviewed promptly, and necessary investigations will be conducted.

12.2 Penalties for Violations

- a. Warnings: Minor violations may result in a verbal or written warning.
- b. Temporary Suspension: Repeated or more severe violations may lead to temporary suspension of access to the facilities.

- c. Permanent Suspension: Serious offenses, such as vandalism or endangering others, may result in permanent loss of privileges.
- d. Fines or Restitution: Users responsible for damage or unauthorized activities may be required to pay fines or cover repair costs.
- e. Legal Action: Criminal activities, such as possession of illegal substances or assault, will be referred to law enforcement.

12.3 Appeals Process

Users have the right to appeal penalties by submitting a written request to the appropriate university office within a specified timeframe.

These enforcement measures aim to promote responsible use, protect university property, and ensure a safe and welcoming environment for all.

12.4 Changes to policies

UPR reserves the rights to modify this policy as necessary. Any change will be communicated through the university's official channels, including the website.

13. Feedback and Concerns

Visitors are encouraged to provide feedback, concern, or suggestions related to their experience to Public Access and Use of Jogging and Track Facilities for consideration in ongoing efforts to enhanced community engagement that fosters meaningful connections and strengthens goodwill.

14. Contact Information

For any queries related to Public Access and Use of Jogging and Track Facilities policy, please contact Registrar office, University of Poonch Rawalakot.

Contact # +925824-960008- +92584960053

Email : :registrar@upr.edu.pk