



ZIAUDDIN UNIVERSITY

Tel: 35862937-39
Fax: 92-21-35862940
Web: www.zu.edu.pk

4/B, Shahra-e-Ghalib, Block-6, Clifton, Karachi-75600, Pakistan.

ZU/Ref. No. 0080


28th February 2025

NOTIFICATION

Upon subsequent approval from the 342nd Academic Council Meeting held on February 15, 2025. The Academic Council approved the following revised policies for Ziauddin University Library:

1. Library Operations and Services: Policy and Procedure
 - a. Collection Development
 - b. Digital Library – Databases
 - c. Ziauddin University Institutional Repository Access (ZUIRA)
 - d. Classification, Cataloging, and Automation
 - e. Library Membership and Circulation
 - f. Policies and Procedures for Other Services of the Library
 - g. General Rules and Regulations for Library Users
2. Library Committee: Terms of Reference (TOR)
3. Verification and Management of Faculty Publications - Policy & Procedure
4. Antiplagiarism Policy and Procedure

It has been issued with the approval of the Competent Authority.


Capt (Retd) Syed Waqar Hussain
Registrar

Ziauddin University – Library

Revised Policies and SOPs

Policy Title	Library Operations and Services
Policy Number	01
Approved By	342 nd Academic Council Meeting
Date of Approval	February 15, 2025
Date of Revisions	-
Contact	Chief Librarian

Policy Statement

- a) The University is committed to ensuring the implementation of the approved policy.
- b) The library plays a role in finding and arranging the required high-quality literature and providing information services.

Approved By:

- a) Library Committee
- b) Academic Council

Policy Implementation from:

Immediately After Approval of the Academic Council.

Validity of the Policy

- a) Five years
- b) Review the existing policy every two years if needed

1. Collection Development Policy and Procedure

1.1 Purpose

The library collection mainly supports Ziauddin University's Academic and Research Programs according to its curriculum and related subjects. The library collection will also include literature on other supporting and recreational subjects.

1.2 Scope

To provide intellectual support through all types of national and international literature and information, including book, periodical, and non-book material in printed and digital formats, to the University's Academic and Research Programs for undergraduates and postgraduates of all disciplines.

1.3 CDP Policy

- a) The Collection Development Policy (CDP) is based on the University's Principles, Strategies, Goals, and Guidelines
- b) All the collections acquired at the University, whether purchased or received by gratis from anywhere, will be the university assets and be appropriately recorded.
- c) Priority is given to core areas relating to the University's strategic objectives.
- d) All literature will be equally accessible to all university stakeholders.

1.4 The CDP will:

- a) Align the resources with the strategic goals.
- b) Try to keep balance in literature and needs.

1.5 Selection Criteria

- a) Each Department or Faculty must have a budget to purchase books and subscribe to journals or databases before buying and subscribing.
- b) The departments will submit the list of recommended books to the library. The library will check all the books that are unavailable in the existing library collection.
- c) The library will check the online version of the required book; if found, it will be excluded from the list after the discussion with the concerned Dean.
- d) Paperback literature will be preferred over hardcover for cost-saving.

1.6 Selection Source

- a) Core books or journals recommended by the inspection bodies
- b) Publishers, booksellers' brochures, lists of books and websites, and Amazon and other e-markets and subject databases.
- c) Reviews in reputable journals, commercial reviews, published references, bookshops, and book fairs.
- d) Updating the old editions of already available library books
- e) Catalogs of other subject libraries.

1.7 Multiple Copies

Multiple copies will be acquired only for items of significant importance to the core subject areas or items with high usage (mainly if the item is not available electronically).

1.8 Relevant Authorities to approve the material:

- a) Chancellor
- b) Pro-Chancellor
- c) Vice-Chancellor
- d) Registrar
- e) Concerned Dean
- f) Chief Librarian

1.9 Purchase SOPs

- a) Check the availability of current editions of books and subscriptions of journals in the market with import provisions.
- b) Acquire the best prices for each item.
- c) Get approval from the competent authorities for the titles of books & journals and their prices (Memo and Comparative Statement). And forward it to the purchasing department for further processing.
- d) After receiving the purchased books, the library will verify their ISBNs and physical condition.

1.10 Donations and Gifted Material

- a) The library will accept only relevant, current, original, and good-condition material.
- b) Any individual or organization can donate the literature to the library without the management's approval.
- c) The library will treat the donated material as purchase material and record it in the same Accession Register.
- d) The library will process and make all the donated material accessible.

1.11 Literature Weed out

The Library Committee will ask the library to weed out the literature, considering the library's old and obsolete literature, replace it with new ones, or lack a library space.

1.11.1 SOPs

- i. The list of weeded books with all details and remarks will be submitted to the library committee for approval, and then its approval will be taken from the Academic Council.
- ii. All weeded-out literature will be removed from the library and deleted from the library database. Its removal and unavailability will be mentioned in the record of the Accession Register with the remarks, approval, and date.
- iii. The titles of weeded literature will be considered for purchase of their new editions if needed.
- iv. Calculate the total cost of weeded literature to keep it on record.

2 Digital Library – Databases

- a) The library subscribes to online databases of books and journals according to the university's academic and research program curriculum needs, with the consent of the relevant dean. The Library subscribes to unlimited accounts to provide equal access to all university campuses.
- b) The library follows the copyright acts to download and print the online material.

2.1 Databases Subscription – SOPs

- i. For the subscription of online books, journals, and other material, the most suitable databases with required subject coverage and cost-effectiveness will be searched from the market and reviewed by the relevant department/s of the University.
- ii. With the Concerned Dean's consensus, approval will be obtained from the competent authority.
- iii. Prepare purchase orders in ORACLE and forward them for further approval.
- iv. Forward it to the Audit and Finance Department for payment.
- v. For online databases, the payment is made in advance.
- vi. After accessing the database, ensure its accessibility is proper and from all ZU campuses.
- vii. The database renewal is done per the above procedure, considering the previous year's usage statistics.

3 Ziauddin University Institutional Repository Access (ZUIRA)

- 3.1. The literature, which includes documents, audio, video, and datasets created (born) at the university by university stakeholders, is considered the ZU institutional repository (ZUIRA).
- 3.2. In this database, *dissertations, theses, faculty publications, conference papers, posters, and other published and unpublished material* are part of this repository.
- 3.3. ZUIRA manages and provides access to all the documents' bibliographic information with their full text.
- 3.4. The ZUIRA documents can be accessed from all the university sites and campuses.

4 Classification, Cataloging & Automation

4.1 Classification Tool and Standards

The National Library of Medicine Classification Scheme (**NLM**) is used for the Health Sciences Literature, and the Library of Congress Classification Scheme (**LC**) is used for other subjects' literature.

4.2 Cataloguing Tool and Standards

MARC21 Format and Standards are used to catalog the Library's physical literature.

4.3 Library Automation

- a) **KOHA** is the official **software and database** for managing library literature. The Online Public Access Catalog (OPAC) searches the bibliographic information and other data.
- b) All customizations in KOHA Software to the Library's needs are done in-house.
- c) Considering the new features, The KOHA's version will be upgraded in-house whenever needed.

5 Library Membership and Circulation

5.1 Purpose

To set the principles and procedures for library users to facilitate access and borrowing to physical collections and services.

5.2 Scope

The circulation policy and procedure are for all Ziauddin University stakeholders, including faculty members, non-faculty staff, research, and academic students. These are equally applicable to all ZU Libraries situated on different campuses.

5.3 Library Membership

- a) Each university stakeholder (Temporary, permanent, and Alumni) with a university ID card can visit the library and use the library materials, computers, and other facilities within the library.
- b) University students, permanent faculty members, and staff who take clearance when leaving can obtain library membership.
- c) The library will provide the membership after completing the required process.
- d) A library membership card is required to borrow the library literature.
- e) The membership card is not transferable to any other person.
- f) If a member loses the card, immediately inform the library.

5.4 Membership Procedure

There are three types of memberships:

- i. Faculty
- ii. Non-Faculty Staff
- iii. Student

To get the library membership, the following documents will be required:

- i. Membership Form (Provided by the library)
- ii. Two photographs
- iii. Copy of university/college Identity Card
- iv. Copy of CNIC

- v. Approval of HOD
- vi. The Membership Cards will be issued after the completion of documentation.

5.5 Circulation (Check-in and Check-out)

- a) Only a registered member can borrow the library material by presenting their membership card.
- b) The students of other faculty or college can borrow the book from another library through the concerned library's librarian.
- c) One book for one week will be issued to the students and other non-faculty library member.
- d) The faculty members can borrow two books for two weeks.
- e) Rs.50/- per day per book will be charged as a fine after the due date.
- f) The collected amount will be submitted to the Finance Department.
- g) The library will send reminders and overdue notices and contact them on the phone as needed by looping the HOD or Dean of the concerned member.
- h) No reference material can be borrowed, including Journals and Thesis, Encyclopedias, dictionaries, Atlases, Newspapers, CDs and DVDs, etc.
- i) To 'check in' and 'check out' the library material, both computerized and manual procedures (with the borrower's signature) will be applicable simultaneously.
- j) The borrower will follow the copyright policy to make photocopies of borrowed material.

5.6 Renewal of borrowed book

- a) The students can renew the same borrowed books consecutively for the same period only once.
- b) The faculty member can renew the same borrowed books consecutively twice.
- c) The member can send the renewal request through email and personally visit the library.
- d) A member can reserve the borrowed book for the next chance.
- e) The librarian can recall the borrowed book for any official purpose.

5.7 Book Lost and damaged

- a) If the borrower has failed to return the book within three months, the book is considered a lost book.
- b) For a lost and damaged book, the price of the latest edition of the same book with a fine of three months will be charged.
- c) If the user submits another copy of the same book in good and acceptable condition, the library can accept it as a replacement for the lost book.
- d) The library member must return all borrowed material before leaving the university; otherwise, the library will not give **clearance** to the user.

6 Policies and Procedures for Other Services of the Library

6.1 Article Supply

- a) On request, the Library is responsible for searching and providing PDFs of the required articles to faculty members and students.
- b) If the required article is unavailable in subscribed databases, the Library will try to arrange it from other sources outside the university.

6.2 e-Alert

- a) The Library is responsible for continuously providing bibliographic information with the full text of newly published articles from the subscribed database on different subjects to the related faculty members through **e-alerts** fortnightly.

6.3 Printout Service

- a) The ZU Libraries provides printing services to the faculty and students.
- b) Rs.10/- (cash) per page is charged as printing charges within the Library.
- c) The collected amount will be submitted to the Finance Department.

6.4 Photocopy Service

- a) The ZU Libraries (if they have a Photocopy machine) provide photocopy services to the faculty and students.
- b) Rs.10/- (cash) per page is charged as photocopy charges within the Library.
- c) The collected amount will be submitted to the Finance Department

6.5 Reference Services

The Library is responsible for providing personal assistance with instant information regarding library services, online resources, library collection, publication information, plagiarism, citation management, and other library-related issues.

6.6 Training

The library provides training in the following areas:

- a) Literature Search
- b) Turnitin (Anti-plagiarism software)
- c) EndNote
- d) Library Orientation (Introduction)

These training would be conducted in all colleges upon request send by the heads of the colleges at least one week prior to the training.

Ziauddin University – Library

Library Committee

Terms of Reference (TOR)

Legislative Authority

It is a Standing Committee of the University Academic Council

Purpose

The role and function of the Library Committee is to represent the interests of the library users to the Librarian, Vice-Chancellor, and Academic Council, to act as a forum, and to provide advice on priorities regarding library resources and services at the university.

Membership

- a) The Chief Librarian
- b) Ten Faculty Members

Quorum

At least 50% of the committee members will attend the meeting.

Functions

- a) Review and recommend policies and priorities for developing library systems, resources, and services to meet the university's academic and research necessities according to modern trends to the Chief Librarian, Vice-Chancellor, and Academic Council.
- b) To advise on matters about the library budget and space allocations.
- c) To consider other issues that have a bearing on the teaching and other research support provided by the library.

Frequency

At least four meetings will be held in a year.

Ziauddin University – Library

General Rules and Regulations for Library Users

- 1) Users must carry their university identity card and present it when library staff asks.
- 2) Without a library membership card, no library material will be issued to take outside the library.
- 3) Reference Material will not be issued to takeout from the library.
- 4) Users must comply with deadlines for returning borrowed books.
- 5) No bags are allowed inside the library.
- 6) Talking on mobile phones is strictly prohibited on the library premises.
- 7) Meetings and group discussions are not allowed in the library.
- 8) Seats can not be reserved in the library.
- 9) Library patrons are expected to maintain silence and not indulge in any activity that may disturb the reading or studying of other users or interfere with the proper functioning of the library.
- 10) Eating or drinking in the library is not permitted, except for water, which can be kept at a designated place near the entrance.
- 11) Cigarettes, Vapes, *Paan*, and *Gutka* are strictly prohibited in the library.
- 12) Sleeping is forbidden at the library premises.
- 13) Inappropriate language or actions that harm the library environment are strictly prohibited.
- 14) Users are responsible for taking care of library materials and furniture. They are strictly prohibited inside the library from damaging, such as tearing pages or writing, marking, or spotting on the books and tables.
- 15) Computer devices in the library are for educational purposes only and should not be used for accessing non-educational websites, electronic games, or videos.
- 16) Users must follow the copyright act to download and print the electronic material.
- 17) Personal laptops, cell phones (silent), headphones, chargers, and other accessories can be brought and used inside the library only for educational purposes.

- 18) Students of any campus of Ziauddin University may use any ZU library by showing the ZU ID Card.
- 19) If the student of another library needs to borrow books from other ZU network libraries. They will request it from their Librarian. The concerned Librarian will borrow the book (if an extra copy is available) from the Librarian who has the book in his library. The book will be given to the Librarian, who will issue it to the needy student and will be responsible for returning it on time.
- 20) Users must comply with the library closing times.
- 21) Users shall abide by the rules and regulations set for the fair use of the library, its facilities, and literature and shall not use any of its facilities illegally.
- 22) The library staff will provide the users with the required information and literature. The users are encouraged to ask for help and advice.
- 23) The library welcomes user feedback and suggestions or comments for improvement and better service.
- 24) Users must comply with regulations, rules, and instructions and respect other library visitors' rights while adhering to the library's responsibilities and behaviors.
- 25) Any student who breaks the library rules or misbehaves with staff or fellow students in the library will be referred to the disciplinary committee.
- 26) All members of the library shall abide by the rules and regulations issued by the Librarian from time to time.
- 27) The Library staff must be treated politely and respectfully to ensure better service.

Failure to comply with these rules may result in disciplinary action, including suspension or termination of library membership. The library staff reserves the right to enforce these rules and regulations to ensure a conducive and respectful environment for all library users.

Ziauddin University – Library

Policy Title	Anti plagiarism Policy and Procedure
Policy Number	02
Approved By	342 nd Academic Council Meeting
Date of Approval	February 15, 2025
Date of Revisions	-
Contact	Chief Librarian

Purpose

To define plagiarism and its impact on academics and research and promote creative and original writing to establish an environment of academic integrity in teaching, learning, and research in the university.

Scope

All university stakeholders compulsorily follow the anti plagiarism policy and procedure in academic and research writings. Everyone from the university is eligible for the Turnitin Account Access.

Anti plagiarism Policy and Procedure

1. The library is responsible for creating an Anti-plagiarism environment in the university by checking the plagiarism of all the academic and research documents of the university stakeholders.
2. Turnitin is recommended as an official software by the HEC and Ziauddin University to check for plagiarism and similarity.
3. The chief librarian is the administrator of Turnitin at Ziauddin University. He is responsible for creating Instructors' Accounts for the university stakeholders.
4. The Turnitin Instructor account will be created only for the university stakeholders.
5. The Turnitin Account is deactivated upon their leaving the university.
6. The library checks the Plagiarism, similarity, and AI in the synopsis and thesis of undergraduates and postgraduate students by Turnitin before submitting the EGC, CRC, and Examination.
7. The library is responsible for keeping a record of all checked documents and issued certificates.
8. The document considered clear from plagiarism is up to 17% similarity.

9. To Similarity check, the following steps and necessities are essential:

- i. The similarity from a single source should be less than 5%.
- ii. The “quoted text” must not exceed 15% of the total text of one document.
- iii. The attached bibliography, table of contents, dedications, annexures, and acknowledgment are not checked and excluded before checking the document.
- iv. Self-plagiarism: Only tables, charts, and images can be extracted from the thesis for publication.
- v. The library will issue the certificate with up to 17% similarity to the submission ID generated by Turnitin.
- vi. With the dual Signature of the Chief Librarian and concerned Dean, the certificate is issued to the concerned person.
- vii. For the similarity certificate, a declaration form has to be filled out and submitted by the researcher/student, with the dual signature of the concerned student and the research supervisor. The chief librarian will endorse the declaration form.

10. After issuing the similarity certificate, the checked document will be saved in the Turnitin Standard Paper Repository.

Training

The library is responsible for providing the following guides to implement the university’s anti-plagiarism policies by taking sessions for groups and individuals:

1. Understanding policies, ethical values, and limits
2. How to run the Turnitin software; procedure and techniques

Enclosures

1. The Chief Librarian is the source person to establish and promote the antiplagiarism environment at ZU (Registrar Notification)
2. Declaration for Originality Check Request Form
3. Certificate of Originality Checked by Turnitin (A sample)
4. How to Interpret Originally Report (HEC Guidelines)
5. HEC Guideline on ‘Ethics of Using Turnitin’ for Administrators
6. HEC Guideline on ‘Ethics of Using Turnitin’ for Instructors
7. ZU Plagiarism Standing Committee.



ZIAUDDIN UNIVERSITY

4/B, Shohra-e-Ghalib, Block-6, Clifton, Karachi-75600, Pakistan.

Tel: 36648237-9
Fax: 92 21 36648237
Web: www.ziauddin.edu.pk

ZU/Admin 0269

16 March 2016

NOTIFICATION

It is notified for information of all concerned that the Vice Chancellor of the University has entrusted and approved the name of Syed Attaullah Shah, Chief Librarian as the source person to establish and promote an Anti-Plagiarism environment at the Ziauddin University.

All types of research material, publications and written papers at Ziauddin University will be required to submit to the Chief Librarian. After checking it on the software "Turnitin", the Chief Librarian will issue a certificate of originality in the light of report generated by the software.

Mr. Shah has already been trusted and nominated as an Administrator for Turnitin software to issue passwords and provide necessary training to the Faculty and Students of the University.

It is advised to all faculty members, researchers and students; please submit their material to the Chief Librarian to obtain originality check certificate prior to submitting it to the examination department or forwarding it to publish or to present in the conference.


(Muhammad Yousaf)
Registrar



Ziauddin University
Anti-Plagiarism Environment

Form 'A'

Declaration for Originality Check Request Form

I verify that this Research / Assignment is my work and that I have read and understood the ZU University Plagiarism policy.

The references are mentioned in the text and bibliography.

- ☐ I used inverted commas (“—”) for all text quoted from any other literature with complete reference.
- ☐ I have given accurate sources of all data types that are not my work.
- ☐ I did not use the data of any other researcher without acknowledging him.
- ☐ My previous data or work is included with mentioning it.
- ☐ I did not get help from any professional agency to produce this research/work.
- ☐ I understand that if I submit any false information/data, disciplinary action, according to the university plagiarism policy, can be taken against me.
- ☐ I permit my thesis to be uploaded to the Standard Paper Repository of Turnitin Database after receiving the Certificate of Originality to view, read, and keep in the ZU Repository.

Signature of the Researcher

Date: _____



Ziauddin University
Anti-Plagiarism Environment

Form 'B'

Turnitin Originality Check Request Form

Name: _____ Father Name: _____

Department: _____ College: _____

Program Name: _____ Enrolment No: _____

Supervisor Name: _____ Designation: _____

Please checkmark in the concerned box

Degree Awarding Thesis

Ph.D. ☐

M.Phil. ☐

Masters ☐

Bachelors ☐

Papers

Paper for Publication ☐

Conference Paper ☐

Any other

Type of Research Work:

Abstract ☐

Original Article ☐

Synopsis ☐

Review Article ☐

Editorial ☐

Poster ☐

Chapter ☐

Lecture ☐

Title of the Research: _____

Subject: _____

The same research is being submitted for Plagiarism Checking

First Time ☐

Second Time ☐

Third Time ☐

Email Address: _____

Contact No: _____

Date: _____

Researcher

Research Supervisor

Chief Librarian

Note: Please submit the text of your research through email to ataullah@zu.edu.pk or bring in a USB. The library will take 3 working days to check the document of one-time submission and will issue the certificate.



Ziauddin University
Anti-Plagiarism Environment

S. No: ZU-00

Certificate of Originality Checked by “Turnitin”

Name: _____

Father Name: _____

Department: _____

College: _____

Program Name: _____

Registration. No: _____

Supervisor Name: _____

Designation: _____

Title of the Research: _____

It is hereby certified that the originality of the above-mentioned research title and its full-text thesis Submission ID: _____ was checked by the Turnitin Anti-Plagiarism Software on January 29, 2025, and the similarities were found - % . And the single source similarity is less than 5%.

A copy of the Originality Checked report is enclosed along with this Certificate.

Syed Attaullah Shah
Chief Librarian
Date: _____

Prof. Dr. Abbas Zafar
Dean, Faculty of Health Sciences
Date: _____

Ziauddin University – Library

Policies and SOPs

Policy Title	Verification and Management of Faculty Publications - Policy & Procedure
Policy Number	03
Approved By	342 nd Academic Council Meeting
Date of Approval	February 15, 2025
Date of Revisions	-
Contact	Chief Librarian

Purpose

The purpose of publication verification is to monitor and maintain the quality of academic and research articles published by the university's faculty members in national and international journals according to International standards.

Scope

In light of HEC Journals and publications Policy, the following criteria are considered by the university management consent to vetting the Faculty Publications:

- i. HEC-HJRS,
 - ii. Scopus,
 - iii. Web of Science,
 - iv. PMDC,
 - v. PubMed,
 - vi. Index Medicus,
 - vii. Journals fall in the HEC criteria W, X, & Y
1. Only the original article will be vetted and verified. No conference paper or review article will be considered for verification.
 2. Among the above-mentioned criteria, if the publication meets any of these, it will be treated as verified.
 3. The Faculty Member will responsible to upload their publications in their HRMS portal.
 4. The library is responsible for providing the statistical data of Faculty Publications to the university management on demand.