

# Delhi University Library System

## Rules and Regulations

### REGULATIONS NO. 17

(University of Delhi : Calendar Vol. II, 1989 Page 723 5o 729)

#### USE OF THE LIBRARY

1. The under mentioned categories of persons shall be entitled to borrow the specified number of volumes from the library for the periods mentioned against each. (AC Res. dated 31-1-1976 and EC Res. dated 3-2-1976)

- |       |                                                              |                        |
|-------|--------------------------------------------------------------|------------------------|
| (i)   | Members of the Teaching Staff of the University              | 10 Volumes for 1 month |
| (ii)  | Members of the Teaching Staff of the Constituent Colleges.   | 6 Volumes for 1 month  |
| (iii) | Research students enrolled on the register of the University | 6 Volumes for 1 month  |

on the recommendation of the Chairman, Board of Research Studies on payment of Rs. 100/ as library security and an annual subscription of Rs. 12/- to be deposited with the University at the time of registration as research student. The period of annual subscription will commence from the opening day of the session to the day before the opening of the following session. (AC Res. No. 362 dated 30-3-1977 & EC Res. No. 111 dated 11-4-1977.

M.Phil students on the rolls of the University on the recommendation of the Head of the Department concerned on payment of Rs. 100/- as library security and an annual subscription of Rs. 12/- to be deposited with the University at the time of admission (Ordinance VI partially amended by Ec in its meeting on 7th December 1976) 6 Volumes one month

- (iv) Regular Post Graduate Master's Degree students on the Rolls of the University / the Colleges / Advisory Board of Women's Education on the recommendation of the Head of the Department of the University / Principal of the College / Co-ordinator of the Board. 4 Volumes for a fortnight  
14 days
- (v) Post-Graduate Master's Degree Ex-students of the University (not applicable to External Cell Candidates) on the recommendation of the Controller of Examinations on payment of Rs. 50/- as library security and Rs. 12/- as annual subscription to be deposited with the library. The period of annual subscription will commence with 1st April of the current year to the 31st March of the following year (AC Res. No. 362 dated 30-3-1977 & EC Res. 111 dated 11-4-1977) 4 Volumes for a fortnight  
14 days
- (vii) Post-Graduate Bachelor Degree Students on the rolls of the University on the recommendation of the Head of the Department. 2 Volumes for a  
14 days
- (viii) Outsiders engaged in research or higher studies under special permission of the University Librarian on payment of Rs.50/- as library security and an annual subscription of Rs. 12/- for period beginning 1st April and ending 31st March of the following year. 4 Volumes for a  
fortnight  
14 days
- (ix) Regular Non-Teaching Staff of the University. 4 Volumes for a  
fortnight  
14 days

A member will be entitled to library privilege according to only one of the above mentioned categories.

Teachers, Research Students and Post-Graduate Master's Degree Students in the Departments of Economics, Commerce, Sociology, Geography and Faculty of Management Studies will be enrolled as members of the Delhi University Library System through Ratan Tata Library.

Teachers and students in the Faculty of Law will be enrolled as members of the Delhi University Library System through Faculty of Law Library.

Undergraduate students in the Colleges will be extended book lending facilities from the Zonal Libraries at Shahdara, Greater Kailash and Vishal Enclave.

## HOW TO BECOME MEMBER

Application forms are available on request from the respective libraries.

Applicants are required to produce an introduction from the Principal of the College of Head of the Department concerned.

The completed application form should be deposited with the library staff at the membership counter. If the application form is satisfactorily completed the applicant will be given a date and time for the collection of membership tickets.

Members should keep the library informed of any change of address, change of college, class or subject of study during the period of their membership.

## Renewal of Membership

Membership must be renewed on or before the date of expiry. For purpose of renewal, the member will be required to produce all the tickets at the library counter. Library membership not renewed on or before the date of expiry lapses automatically.

## LIBRARY SECURITY DEPOSIT

Library security deposit or any other special deposit with the University or the University Library is refundable on claim within two years of the date of expiry of membership of the library beyond which the money lapses to the University.

## CONDITIONS OF LOAN

Library tickets are not transferable as they are tokens of privilege which only the member to whom they are issued is entitled to. Sub lending of books in misuse of the privilege and may lead to the withdrawal of membership.

Manuscripts, reference books, rare books, theses, dissertations, periodicals (loose numbers and bound volumes) and such other reading materials as are marked for consultation within the library shall not be issued out for loan except with the special permission of the University Librarian. Borrowers must satisfy themselves about the physical condition of the books before borrowing; otherwise, they will be held responsible for any damage or mutilation

noticed later or at the time of returning Penalties for books lost, damaged, mutilated or defaced by marking shall be fixed by the University Librarian. Defaulters may be suspended from the use of the library by the University Librarian pending the discharge of the liabilities.

Books on loan with members can recalled by the University Librarian at any time.

Loan of books is not renewable.

#### RULES FOR THE USE OF TEXT BOOK COLLECTION

- (i) Text Book Collection comprise reading materials covering prescribed readings, recommended reading, allied and relational readings and such other books as may be considered important for placement along with such collections.

Minimum one copy, and even more copies as may be considered necessary of text books be made available 'For Consultation Only'.

- (ii) Text Book Collection are operable through the page service by the library staff and not open to access by users.

- (iii) Text book period of loan in various library units is as follows :

(iv)

|                                              |        |
|----------------------------------------------|--------|
| Central Reference Library -- For all members | 3 days |
| Ratan Tata Library -- For all members        | 3 days |
| Faculty of Arts Library -- For all members   | 3 days |
| East Zone Library, Shahdara                  | 3 days |
| West Zone Library, Vishal Enclave            | 3 days |
| South Zone Library, Greater Kailash          | 3 days |

These periods of loan are subject to modification with the approval of the University Librarian.

- (v) For borrowing Text Books only the ticket marked 'Text Book' shall be used.
- (vi) Reservation of Text Books is done to ensure equitable use of such books as are less in number but much in demand.
- (vi) Overdue charge for keeping the Text Book overtime are 25 paise per day per volume for the first two days and 50 paise per day per volume, thereafter (AC Res. dated 31-1-1976 and EC Res. dated 3-2-1976)

## ISSUE SYSTEM

On each occasion the book is borrowed a reader's ticket is to be given at the library counter and the Identity Card/Membership Card shown. The ticket will be returned to the member only when the book is returned.

Reservation for books which are not on the library shelves can be made by teachers and research students on prescribed reservation cards available at the reference desk. The library will inform the member as soon as the book is available.

## OVERDUE CHARGES

The member is expected to return borrowed books on or before the due date stamped on the date label in the book.

An overdue charge of no paisa per day per volume will be levied for the late return of ordinary books.

Conscience Box method of collecting overdue charge shall be used units of Delhi University Library System.

Members are requested to drop the correct amount into the fine box at the library counter. No receipt is issued for such payments.

## CARE OF BOOKS

The library books are for the benefit of not only the present but also the future members of the library.

They should, therefore, be handled with every care and consideration.

## Loss of Books and / or Library Tickets

The member is responsible for the books borrowed on his / her library tickets. Neither books nor tickets be lent to another person.

Loss of library books or tickets must be reported in writing on the University Librarian immediately.

Borrowers will be asked to pay for or replace the book lost or returned in damaged or mutilated condition.

When a Reader's Ticket and a Membership Card are lost together, a special deposit of Rs. 50/- will be required from the member, refundable on the expiry of the validity of lost

ticket/card. Duplicate tickets will be issued at the discretion of the University Librarian on the payment of Re. 1/- per ticket.

The member, however, will continue to be responsible for any loss that the library may suffer through the loss/misuse of the lost ticket.

In case of loss of Property Counter Token a charge of Re 1/- will be made.

## CLEARANCE CERTIFICATE

The library tickets are the property of the library and are to be returned and dues, if any, paid and a Clearance Certificate obtained for them before taking a university examination or terminating connection with the college or the university. No College/Institution/Department of the University shall issue a discharge certificate to any of its students/teacher/staff member (non-teaching) who is a member of the library without obtaining a Library Dues Clearance Certificate from the library. A research student is required to submit a clearance certificate of the library. A research student is required to submit a clearance certificate of the library to the Board of Research Studies before the research work is accepted for examination.

Clearance Certificate is not issued to non-members.

## OPEN ACCESS AND SHELF ARRANGEMENT

The members have the privilege of direct access to the shelves in the stack halls and the freedom to browse among the books during specified hours.

It is important that the classified arrangement of books, according to the numbers, is maintained on the shelves for the convenience of the members themselves.

While books can be freely taken out of the shelves, on no account should they be reshelfed by the members because of the danger of misplacement.

## CONDITIONS FOR THE USE OF RESEARCH FLOOR

- (i) Seats will not be allotted to individual research students. A student will occupy any seat available at the time of his visit.
- (ii) A 'Controlled Stack' of books needed by research students will be set up and maintained on the Research Floor. A viable contingent of library staff will function as the Controller of the 'Controlled Stack'. At the end of the day, the books will have to be brought back to the Controlled Stack as noted above.

- (iii) No researcher should take books from the stacks to his room without getting it properly issued at the research floor counter.
- (iv) No researcher should lock his research cubicle or the table drawer.
- (v) Students shall be required to locate and bring to the Research Floor their books from the stacks. However, if book(s) are not traceable, the request should be given at the Research Floor counter staff for acquisition.
- (vi) When the needed books are not available in the library, the research students will be required to submit lists of unavailable books duly approved by the Head of the Department concerned for purchase by the library.
- (vii) Books no more needed by researchers will be sent back to the library stacks. On the need again, a book will be brought back upstairs to the controlled research collections on the Research Floor.
- (viii) Visitors shall not be allowed to the Research Floor.
- (ix) No teaching work will be conducted on the Research Floor.

#### PHOTOCOPYING SERVICES

- (i) The request for reproduction of a document shall be made in a prescribed form available from the Photocopying Unit. The form must be duly completed before the job can be undertaken.

Photocopies shall be supplied to the bonafied teachers and research scholars and in special cases to post graduate students of the University of Delhi, at the rate of (payable in advance in cash)

- (ii) One copy each of legal size paper -- 40 paise the term 'legal size paper' of the rule denotes the size of the paper used in the preparation of the photocopy and not the size of the document to be photocopied. Normally, a legal size paper accommodates one photocopy of the normal size document. But in case of small size or under-size documents, a legal size paper may accommodate two or more than two such documents and the rate charged in such cases will be 40 paise per legal size paper and not per page of the document.
- (iii) The library normally undertakes to reproduce material required for research and study only.

- (iv) All responsibilities for question pertaining to copyright that may arise due to copying and the use made of copies shall lie with the person making the request.
- (v) The library shall normally reproduce only such material as is available in its collections which in the opinion of the University Librarian is properly available for duplication.
- (vi) If a substantial portion of any copyright material is required, prior permission of the copyright owner must be produced by the person concerned.
- (vii) Photocopies of the unpublished Dissertations/Theses shall not be provided unless permission of the author is produced.
- (viii) Only one article from one issue of a periodical publication, can be supplied to one person at a time. This restriction is warranted in view of the copyright obligations.
- (ix) Requests to undertake reproduction of certificates, testimonials, forms etc. shall not be accepted.
- (x) Documents copied by the library are not to be put to any commercial use.
- (xi) The decision of the University Librarian to accept or reject a request for photocopying of any material shall be final.

## ATMOSPHERE OF STUDY

As the University Library is a place of individual study and research, it is necessary to maintain an atmosphere of quiet and dignity inside the library. Members are, therefore, reminded that conversation or consultation among themselves or noisy or demonstrative greetings of friends inside the library is not permissible.

Smoking is also not allowed inside the library.

## LIBRARY HOURS

The library functions for nearly twelve hours or more during the academic session. Library hours are subject to change from time to time and all changes in timings are duly notified on the library notice board.

The library is open round the year except on Republic Day, Holi, Independence Day and Gandhi Jayanti.