

## **RULES AND REGULATIONS**

### **Admission to the Library**

The Library is open to the bonafide members of the Ratan Tata Library. The admission to the library will be against the **Bar Coded Membership Photo Identity Card** issued by the **RTL** to be shown to the staff on demand at the time of entrance by the visitor (member), for getting a book issued/ returned, using e-library and also for reserving/Consulting a book. For the P.G./M. Phil./Ph. D. students pursuing their courses at the DSE, this Bar Coded Membership Photo Identity Card is issued by the RTL on submission of the membership form with the recommendation of the concerned College and/or Department but only after submission of copy of the receipt of the required fees for RTL. However, for the faculty members from different Colleges and Departments of DU, this Bar Coded Membership Photo Identity Card is issued by the RTL on the recommendation of the concerned College/Department/ any library unit under Delhi University Library System where the faculty is initially registered.

However, visitor (non-member) is requested to make an entry in the register kept at the entrance indicating purpose of his/her visit to the RTL. The visitors (non-members) will be allowed to enter the premises only after seeking permission from the Deputy Librarian I/c. Bags, briefcases, personal belongings, books borrowed from other libraries must not be brought inside the library. These must be deposited at the property counter at reader's own risk. The books borrowed from the RTL of which return dates are not due, if brought inside, could only be allowed to be taken out, only after their reissuing, provided the same are not reserved for some other esteemed library member. The property left at the property counter must be taken back the same day. However, please do not leave any valuables, viz., jewellery, purses, wallets, mobile phones, money/cash etc. at the property counter. Library does not accept any responsibility for loss or damage to personal property left on its premises.

While leaving the library, members are required to show their files, file covers, books, bags etc. to the staff on duty at the exit gate. Membership of the Ratan Tata Library is open to:

a) Teachers, Teacher Fellows, Research Associates, Research Scholars (Ph.D., & M. Phil.) of Economics, Commerce, Sociology, Geography and Management Studies and post-graduate degree students of Economics, Commerce, Sociology and Geography of the Delhi University, excluding students of External Cell, School of Correspondence Courses and Non Collegiate Women's Education Board.

b) Post Graduate Ex-students enrolled for examination of the Delhi University, who were earlier members of the Ratan Tata Library, on the recommendation of the Director, Delhi School of Economics on payment of Rs. 1,000/- as refundable library security, Rs.1,000/- as DSE Library Fee, and Rs. 200/- as Library Development Fee to be deposited with the Delhi School of Economics.

c) Ph.D./M. Phil. students and teachers of other departments of Delhi University wanting to make use of it for specific purposes on individual merit are entitled for borrowing two books at a time against Bar Coded Membership Photo Identity Card issued by the Ratan Tata Library on the recommendation of their parent library.

d) Research staff of Agricultural Economics Research Centre.

e) Those scholars engaged in higher studies and research under special permission of the Librarian on payment of Rs. 1,000/- as library security.

f) Technical Staff of the Delhi School of Economics, Agricultural Economics Research Centre, Faculty of Management Studies are entitled for borrowing two books at a time against their Bar Coded Membership Photo Identity Card issued by the Ratan Tata Library on the recommendation of Central Library, DULS.

g) Teachers and Research Scholars (Ph. D.) of other Universities and Research Institutions (Indian & Foreign) as guest members for consultation for a specified period on production of his/her registration/ recommendation letter duly signed by the Head of Institution/Department with official seal, two stamp size photographs, Identity Card of the person issued by the parent University/ Institute and a Fee of Rs. 100/- for a membership period of 30 days/one month.

Registration for guest membership is entertained only on working days (excluding Saturdays, Sundays and Holidays) between 9.30 a. m. to 5.30 p. m.

Before visiting the RTL in person, teachers and research scholars from various universities and institutions across the globe, desirous of obtaining guest membership of the RTL may kindly ensure about their eligibility of membership by sending an e mail on any of the following e mail addresses and also verify about the availability of the desired reading material by accessing the website of the RTL by clicking on "<http://crl.du.ac.in/rtl>"

[drlokeshsharma@hotmail.com](mailto:drlokeshsharma@hotmail.com)

[drlokeshsharma7@yahoo.com](mailto:drlokeshsharma7@yahoo.com)

[librarian.rtl@econdse.org](mailto:librarian.rtl@econdse.org)

Theses, dissertations, census documents published between 1821 to 1961, books etc. from the collection of Prof. Sukhamoy Chakravarty and print copies of any reading materials which are already available in electronic format are not issued for photocopying. Photocopying of other reading materials is subject to "Copyright Act" and other legal obligations.

h) Retired teachers of the University of Delhi in the Departments of Economics, Commerce, Sociology, Geography, Management Studies, Agricultural Economics on payment of a refundable security of Rs. 1,000/-. Retired Teachers who were admitted through various Faculties/ Departments/ affiliated/ constituent Colleges of the University will be given the membership facility by the Central Library, DULS or through their designated libraries as per their entitlement. The membership to the retired teachers of South Delhi Campus will be entertained by the Library of the University of Delhi South Campus. However, retired teachers from other departments of the University of Delhi can get their library membership transferred.

i) Post-graduate degree students who are eligible to become members have to deposit Library Development fee of Rs. 200/- per annum, a refundable security of Rs. 1,000/- and Rs. 1,000/- as DSE Library Service Fee vide Executive Council resolution no. 56 (123) dated 20.04.2005.

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

## **HOW TO BECOME A MEMBER**

The person eligible for membership has to fill up the prescribed form, available in the library, and submit the form duly attested by his/her Principal/Head of the Department etc. to the Librarian, Ratan Tata Library.

Registration of new members or renewal of membership starts from 1st July and is usually over by 15th September of each year. Subsequently, membership/renewal work is taken up only as a special case.

Esteemed members may kindly note that (i) the library is a place of individual study and research, therefore, kindly ensure to maintain silent environment, (ii) smoking, drinking and eating are not allowed in the premises of the RTL, and (iii) there must not be any cases of sexual harassment (as defined by the Hon'ble Supreme Court of India) in the premises of the RTL. For all the above three subjects, the RTL observes, "No Tolerance." Cases of defaulters on account of non observance of any of the three subjects may be forwarded for punitive action, including cancellation of the RTL membership.

### **Renewal of Membership**

Membership, except guest membership, is granted only for one year in all cases. Therefore, it must be got renewed on or after the date of expiry (30<sup>th</sup> June each year). For the purpose of renewal, the member will be required to produce **Bar Coded Membership Photo Identity Card** at the Membership Counter along with the duly filled in membership form. Library membership not renewed on or after the date of expiry lapses automatically.

### **No Dues/Clearance Certificate**

Obtaining a No Dues/ Clearance certificate is obligatory for members when their membership expires. The **Bar Coded Membership Photo Identity Card** is the property of the library and required to be returned and dues paid, if any. No College/Institution/Department of the University shall issue discharge certificate to any of its student/teacher/staff member (Non-teaching) who is a member of the library without obtaining a No Dues/Clearance Certificate from the RTL. A research student is required to submit a No Dues/Clearance certificate from the RTL to the Board of Research Studies before the research work is accepted for examination. Teachers going out of Delhi on study leave, extra-ordinary leave, sabbatical leave, deputation are required to obtain No Dues/Clearance Certificate from the RTL.

No dues/Clearance Certificate is not issued to non-members. Library security or any other special deposit with the RTL is refundable on claim within two years of the date of expiry of membership beyond which the money lapses to the University.

## **LIBRARY SERVICES**

All library services are provided to its esteemed members free of cost. Members are, therefore, advised not to make any payments for any library services provided at the Ratan Tata Library. However, payments for getting any material photocopied are to be made at the authorized vendor for the purpose in the Delhi School of Economics complex adjoining the canteen.

## **LOAN PRIVILEGES**

Each member is entitled to borrow the number of books from the RTL for a specified period as under. In no case, Journals (current or bound), reference books, UN documents, Government Reports and books marked "for consultation only" are not issued.

Category	No of Books	Loan Period
<b><u>Teaching &amp; Research Staff</u></b>		
i) Delhi School of Economics, Faculty of Management Studies, Research Staff of the Agricultural Economics Research Centre, Research Associates	15	2 Weeks
ii) Constituent & Affiliated Colleges	6	2 Weeks
iii) Research Associates	8	2 Weeks
<b><u>Students</u></b>		
i) Ph.D. & M. Phil.	6	2 Weeks
ii) Master's Degree Students (DSE)	4	1 Week
iii) Affiliated & Constituent Colleges	2	1 Week
iv) Ex-Students	2	1 Week
<b><u>Others</u></b>		
i) Retired teachers	2	2 Weeks

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

The text books are available at the text book counter. There are two categories of Textbooks namely, for Overnight issue and for three days issue. The facility of Reservation of Books is available. In due course, reservation of books will be available online. The system of issue of text books is as follows:

<b>Category of Library user</b>	<b>Issue of books against Bar Coded</b>
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<b>Membership Photo Identity Card</b>	
1. PG Students at Delhi School of Economics	<p>One textbook from Overnight issue collection</p> <p>One Textbook from three days collection</p> <p>One book other than textbook from other collections for seven days</p> <p>Can be used for any of the above purposes, including consultation facility</p>
2. PG Students admitted in colleges in the subjects at the DSE	<p>Consultation or one textbook from three days collection.</p> <p>One book other than textbook from other collections for seven days</p>
3. M. Phil. and Ph. D. at Delhi School of Economics	<p>Two books from Text Book Collection issued for three days. Two books from Overnight collection issued for overnight provided available in multiple copies. If not available in multiple copies, the same can be obtained in multiple copies to make the issue of the same possible. But, this photocopying facility is subject to “Copyright Act” and other legal obligations, or all six books from General Collection issued for seven days.</p>
4. All other members enrolled at the Ratan Tata Library on the recommendation of other libraries of Delhi University/Other Universities	<p>Textbooks from Overnight issue and three days collection are not issued unless available in multiple copies. If not available in multiple copies, the same can be obtained in multiple copies to make the issue of the same possible. But, this photocopying facility is subject to “Copyright Act” and other legal obligations.</p>

### **CONDITIONS OF LOAN**

1. A member is entitled to borrow the number of books as specified under Loan Privileges. On each occasion the book is borrowed, **Bar Coded Membership Photo Identity Card** is to be handed over to the staff at the Circulation Counter. The Bar Coded Membership Photo Identity Card will be returned to the member just after issue of book (s).
2. Bar Coded Membership Photo Identity Card is not transferable as it is a token of privilege which only the member to whom it is issued is entitled to. Sublending of books and cards is misuse of this privilege. The cases of misuse may be reported to the University authorities which may lead to withdrawal of membership.
3. Borrowers must satisfy themselves about the physical condition of the book before borrowing, otherwise they will be held responsible for any damage or mutilation noticed later or at the time of returning. Defaulters may be suspended from the use of the library pending the discharge of their liabilities.
4. Books on loan with the members can be recalled by the library at any time when in demand by others.

### **RETURNING OF BOOKS:**

1. An over due charge of Re. 1/- per day per volume will be levied for the late return of books.
2. "Conscience Box" method of collecting overdue charges is used in the library. Members are requested to drop the exact amount into the "Box" kept at the Circulation Counter. No receipts are issued for such payments.

### **CARE OF BOOKS AND BAR CODED MEMBERSHIP PHOTO IDENTITY CARD:**

1. The member is responsible for the books borrowed against his/her Bar Coded Membership Photo Identity Card. Neither books nor Bar Coded Membership Photo Identity Card be lent to another person.
2. The library books are for use and benefit of not only the present but also the future members of the library and therefore, they should be handled with care and consideration.
3. Members must not write or mark or otherwise disfigure books.
4. If any journal, article, book or document is removed from the library without getting it properly issued, the cases of individuals found guilty of such offences will be immediately reported to the university authorities which may lead to expulsion from the university and withdrawal of all the facilities it offers.
5. Loss of library books or Bar Coded Membership Photo Identity Card must be reported in writing immediately to the RTL on the prescribed form available at the Circulation Counter.
6. A duplicate Bar Coded Membership Photo Identity Card will be issued on payment of Rs. 100/- per card. The member, however, will continue to be responsible for any loss that the library may suffer through the loss/misuse of the lost Bar Coded Membership Photo Identity Card.
7. In case, the Bar Coded Membership Photo Identity Card gets mutilated because of use or otherwise, it must be reported to the library. Any change in address and/or status of the member should be immediately reported to the Librarian and got incorporated in the borrower's Bar Coded Membership Photo Identity Card.
8. If the borrowed book is (i) reported lost, and/or (ii) returned in a damaged/defaced/mutilated condition, the borrower will be asked to replace the book lost by him/her by its latest edition available in the market and also to pay for prevalent binding charges or otherwise to pay for the cost of the latest edition of the lost book with the prevalent binding charges, if the lost book is not available in the market.
9. Under no condition, a photocopied and laminated copy of the original Bar Coded Membership Photo Identity Card is to be used for any purposes in the RTL/DULS. The member is required to carry and use only the **original Bar Coded Membership Photo Identity Card** for all practical purposes. Kindly note, carrying and using photocopied and laminated copy of the original Bar Coded Membership Photo Identity Card shall be treated as misuse of the privilege and may invite action against the member, including expulsion of membership.

### **OPEN ACCESS AND SHELF ARRANGEMENT:**

1. 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 arrangement of books on the shelves in the stack hall is maintained for the convenience of the other members.

2. Therefore, while books can be freely taken out of the shelves, on no account should these be reshelved by the members because of the danger of their misplacement. Any book misplaced innocently or deliberately is virtually lost to the patrons.

## **GENERAL INFORMATION**

The library is the place of individual study and research. Therefore, it is necessary to maintain an atmosphere of quiet dignity inside the library. Members are, therefore, reminded that **conversation** or **consultation** among themselves, **group study** or **noisy and demonstrative greetings of friends** or **wearing of squaky shoes** or **dragging the chair inside the library** should be avoided. Do not spill ink on the floor or write on the tables and the walls. It is your library and for you. Please help us to keep the resources of the RTL clean and serviceable to serve you and the posterity better.

## **LIBRARY TIMINGS**

The Library functions for nearly twelve hours during most of academic session. Library hours are subject to change and all changes in timings are notified on the notice board well in advance.

Timings are extended up to 8 p. m. one month prior to and during each semester examination.

The Library remains open round the year except Republic Day, Holi, Independence Day and Gandhi Jayanti. The Library Hours are as follows:

<b>DAYS</b>	<b>TIMINGS</b>
<b>Mondays to Fridays</b>	
<b>16<sup>th</sup> July to 31<sup>st</sup> May</b>	<b>9:00 A.M. TO 7:00 P.M.</b>
<b>1<sup>st</sup> June to 15<sup>th</sup> July</b>	<b>9:00 A.M. TO 6:00 P.M.</b>
<b>Saturdays and Holidays</b>	
<b>January to December</b>	<b>9:00 A.M. TO 5:30 P.M.</b>
<b>Sundays</b>	
<b>January to December</b>	<b>Closed</b>