

## Library Rules & Regulations

1. Only JNU Students, Researchers, Faculty and Staff as registered members are allowed to use the Central Library
2. Members should produce their Library Membership card at the entrance of the Library
3. Library Membership Card is non transferable.
4. Lost of this card must be reported to the issuing authority immediately
5. A duplicate Library Membership card will be issued on payment of Rs 100/-
6. Books are issued for a fortnight except textbooks which are issued for overnight use only
7. Text books with more than 2 copies are checked-out after 2.00 p.m. to day-scholars only during the examination period
8. Students can reserve books at the Circulation Counter in case they are already issued.
9. Books in demand may not be renewed
10. Readers are responsible for books issued against their names.
11. Library reserves the right to recall any issued book even before the due date.
12. The material such as rare books, theses, dissertations, loose issues of periodicals etc. marked for consultation shall not be issued
13. Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.
14. Textbooks - the overdue charges Rs. 5/- for first fourteen days
15. General books - the overdue charges 50 paise per day for first seven days, rupee one for next seven days.
16. After the expiry of fourteen days, for both Textbooks and General books, the defaulter has to pay the price of the latest edition of the book plus overdue charges for the period the book is kept without authorization
17. Membership shall be suspended for repeated delay in returning the books
18. Computer in the library premises should be used for academic purposes only
19. Online chatting/dating, browsing of social networking sites, playing games on computers is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
20. Readers must carry their Library Membership card while using the Cyber Library. They must show their ID card on demand
21. Readers should not to share their Internet access ID and Password with other students
22. Changing the settings and display of the computers kept in the Library is not permitted.
23. Use of laptops in the cubical systems where computers are already installed is not permitted
24. Readers should not remove/unplug computer cables/connections, network cables and other peripherals accessories in the library
25. Personal key board, mouse, etc are not allowed inside the Library
26. Students must take care of their Pen drives, CD/DVD ROMs, mobiles and wallets etc
27. The right to use General Reading Hall is exclusively reserved for bonafide members of Central Library, JNU
28. Readers should not leave bags/books/copies on the table and cannot claim, capture, and reserve seats for future use
29. The seats are to be used/occupied on the first come first served basis
30. Capturing/reserving seats for friends/future use is strictly prohibited. Other scholars may remove the bags and books if these are left unattended on the tables.
31. Readers should not scribble on table tops or damage them
32. Readers should not clutter the table with heaps of books and other reading material
33. Readers should observe strict silence inside the Library
34. Use of Mobile phones is not permitted inside the Library premises
35. Users are not allowed to carry eatables/drinks inside the Library premises
36. Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Library
37. Personal belongings like bags (laptop, shoulder sling), umbrellas, etc. should be deposited at the Property Counter against a token. These are not allowed inside the Library.
38. In case the property counter token is lost, the deposited article may be claimed with proper identification after producing a written request.
39. Readers are advised not to leave their valuable items like money, passport, credit card etc. at the Property Counter.
40. Marking, scratching, damaging, mutilating, stealing, library materials or property will invite disciplinary action against the defaulters
41. Readers should not carry books from one floor to another and should leave the books on the reading table after consulting
42. Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
43. Users should not rest or keep their feet on tables, chairs, shelves, etc
44. The library shall not be responsible for any loss or damage of the personal belongings of the users
45. Library staff shall not transmit telephone calls or other personal messages to the readers
46. The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member

I agree:-

Date.....

Applicant Signature.....