

**JAWAHARLAL NEHRU UNIVERSITY  
DR. B R AMBEDKAR CENTRAL LIBRARY,  
(READERS SERVICES)**

**17<sup>th</sup> August, 2017**

**NOTICE**

The Steel locker holders who have not renewed their lockers for the academic session 2017-18 are advised to vacate and surrender them latest by 24<sup>th</sup> August, 2017, failing which library shall unlock them and remove their personal materials. It is underlined here that the Library shall have no responsibility for the loss of any materials kept inside the lockers.

**Deputy Librarian  
(Readers Services)**

**JAWAHARLAL NEHRU UNIVERSITY  
DR B R AMBEDKAR CENTRAL LIBRARY**

**CIRCULAR**

It is hereby notified to all the Ph.D/PDF research scholars, who is assigned lockers (both wooden and steel),needed to abide by the following terms and conditions specified in rules and regulations section below;

**Rules and Regulations**

**Allocation of Wooden Lockers**

1. Library has 80(EIGHTY) wooden lockers which are allotted to following categories of student on seniority or final submission date basis whichever is earlier.
2. These Lockers are available for Physically Challenged PhD students 9(B) PhD Student and Final year PhD students only. These are assigned to the scholars at the beginning of Monsoon Semester for one academic year.
3. The student s shall be allotted lockers in the following sequence or preference:
  - 1<sup>st</sup> The Physically Challenged final year PhD Student (NB- Five wooden lockers will be reserved for them)
  - 2<sup>nd</sup> The 9(B) PhD student
  - 3<sup>rd</sup> PhD Final Year student
4. At the time of submitting application for locker allotment it is mandatory for all to submit required the documents as mentioned in locker form like, medical certificate in case of Physically handicapped, PhD confirmation Letter duly signed by Centre Chair in case of 9B and renewal of library cards in case of PhD final year student respectively, to claim their seniority for the lockers.
5. Lockers are not transferable.
6. Sharing of Lockers is not allowed.
7. Personal items should not be kept inside lockers and the Library assumes no responsibility for any item lost or stolen from the lockers.
8. The research scholars are allotted only the lockers and not the table beneath the lockers. If the table is vacant other scholars. However, it is to be vacated if allottee wants to make use of it.
9. The scholars are advised to store only those books which are duly checked-out to them.
10. The scholar cannot retain/block more than 6 books (checked-out) in his/her locker at a given time.
11. Library materials like Reference books, Rare and Arts books, Thesis & Dissertations, loose/bound volumes of Journals should not be stored in the lockers. Any non-circulating library materials or books, which have not been checked-out shall be removed, if found in the lockers.
12. The library reserves the right to open any locker if required, to inspect their contents for library materials that have not been checked-out. Any such item found will be returned to their proper locations and in such situation locker facility shall be immediately withdrawn.
13. The scholar is required to use his/her personal locker and hand over the duplicate key to the staff in charge of lockers. In case of change of lock, the staff should be immediately informed and duplicate key should be handed over.
14. Book should be placed with their spines facing outwards.
15. The research scholars, who violates the rules, will have their locker privileges withdrawn. The violators will not be eligible for another locker for at least two consecutive academic sessions.

### **Allocation of Steel Lockers**

1. Library has 600 steel lockers for allotting to students on seniority basis.
2. These Lockers are available for all categories of PhD students including PhD 1<sup>st</sup> to Final year, Physically Challenged PhD, 9(B) PhD Student, Visually Impaired Student, PDF students and M.Phil students. These are assigned to the scholars at the beginning of Monsoon Semester for one academic year.
3. The allocation shall be done in the following order of preference:
  - 1<sup>st</sup> Visually impaired student and other Physically Challenged PhD Student (\*must produce the medical certificate)
  - 2<sup>nd</sup> the PDF students
  - 3<sup>rd</sup> all PhD students
  - 4<sup>th</sup> M.Phil/Master/Bachelor degree holder on Medical Ground(\*must produce the medical certificate)
4. Lockers are not transferable.
5. Sharing of Lockers is not allowed.
6. Personal items should not be kept inside lockers and the Library assumes no responsibility for any item lost or stolen from the lockers.
7. The research scholars are allotted only the lockers and not the table beneath the lockers. If the table is vacant other scholars may use it.
8. The scholars are advised to store only those books which are duly checked-out to them.
9. The scholar cannot retain/block more than 6 books (checked-out) in his/her locker at a given time.
10. Library materials like Reference books, Rare and Arts books, Thesis & Dissertations, loose/bound volumes of Journals should not be stored in the lockers. Any non-circulating library materials or books, which have not been checked-out shall be removed, if found in the lockers.
11. The library reserves the right to open any locker if required, to inspect their contents for library materials that have not been checked-out. Any such item found will be returned to their proper locations and in such situation locker facility shall be immediately withdrawn.
12. The scholar is required to use his/her personal locker and hand over the duplicate key to the staff in charge of lockers. In case of change of lock, the staff should be immediately informed and duplicate key should be handed over.
13. Book should be placed with their spines facing outwards.
14. The research scholars, who violate the rules, will have their locker privileges withdrawn. The violators will not be eligible for another locker for at least two consecutive academic sessions.

**(RAMESH C. GAUR)**  
**UNIVERSITY LIBRARIAN**