

GENERAL RULES

- Members shall observe absolute silence in the Reading Halls. Use of mobiles inside the library is strictly prohibited.
- Laptops (without the carrying case) are allowed inside the library.
- Members shall not engage in loud conversation in any part of the library which may cause disturbance to other readers.
- Members shall not smoke, chew pan or spit in any part of the library.
- Members shall not scribble, damage or mark on any book belonging to the library.
- Members shall not replace books on the shelves; instead they can leave them on the reading tables.
- Members are responsible for any damage caused by them to the books or any other property belonging to the library and shall be required to pay the penalty imposed upon them by the University Librarian.
- The Members caught tearing pages or stealing of books are liable for disciplinary action as per the University norms.
- Members shall not bring inside the library their personal belongings, books & other printed material including library books borrowed by them (except to return them).
- Members leaving the library should show the material borrowed by them/taken out of the library to the security staff at the gate.
- The library is not responsible for the belonging kept at the property counter. Hence, the users are advised to not to keep any valuables at the property counter. They should take back their belongings kept at the property counter while leaving the library.
- The University Librarian reserves the right to suspend the membership of any member found misusing the library material, misbehaving, creating nuisance, abusing the library staff or behaving in an indecent manner.
- Outsider users who want to refer the library material should obtain prior permission from the concerned library staff on duty.

LIBRARY HOURS

Textbook Section & Reading Hall

09:00 a.m. to 10:00 p.m. including Saturdays, Sundays & Holidays.

During examination:

09:00 a.m. to 12:00 (night) including Saturdays, Sundays & Holidays.

Summer Vacation:

09:00 a.m. to 08:00 p.m.

Reading Hall Annexe (old building)

09:00 a.m. to 10:00 p.m. Including Saturdays, Sundays & Holidays.

During examination:

09:00 a.m. To 12:00 (night)/ 02:00 a.m. (night) including Saturdays, Sundays & Holidays.

Summer Vacation:

09:00 a.m. to 08:00 p.m. /closed

The Library hours are subject to review.

Reference & Periodicals

Monday-Friday
09:00 a.m. to 07:00 p.m.
Saturdays
09:00 a.m. to 05:30 p.m.

Digital Resource Centre

Monday-Friday
09:15 a.m. to 05:00 p.m.

The library remains closed on 10 occasions of : -
1) Republic Day, 2) Holi, 3) Jummatal Wida, 4) Eid-ul-Fitr, 5) Independence Day, 6) Gandhi Jayanthi, 7) Dussehra, 8) Eid-ul-Azha, 9) Diwali and 10) Muharram.

LIBRARY RULES (ABSTRACT)



DR. ZAKIR HUSAIN LIBRARY

JAMIA MILLIA ISLAMIA

(A Central University)

Maulana Mohammed Ali Jauhar Marg,

Jamia Nagar, New Delhi 110025

Tel: 011-26984190; 26985364

E-mail: gmakhdumi@jmi.ac.in

Website: <http://www.jmi.ac.in>>university library

2014

MEMBERSHIP

- The library is primarily meant for the use of faculty, research scholars, students and non-teaching employees of the University.
- The privilege of borrowing books to different membership categories and the loan periods are as follows:

	Type of Member	No. of Books
A	Members of the Court, EC, AC	15
B	Officers of the Jamia	15
C	Head of the Departments	15
D	Directors of the Centres	15
E	Faculty	15
F	Guest /Part-Time Faculty	8
G	Research Scholars (MPhil/PhD)/Research Fellows	8
H	Post Graduate Students	6
I	Under Graduate Students	4
J	Academic Staff (School/College)	6
K	Administrative Staff	4
L	Other Permanent Staff	2
M	Special Members	2

- Research scholars, faculty, Students and of other universities/organizations are also permitted to use the library on written request; or on a letter of recommendation from the concerned organization.
- Retired faculty and employees can be admitted as Special Members against payment of the security deposit of Rs. 500/-, payable at the cash counter, Finance & Account Office.

- The staff or members should obtain a "No Dues Certificate" from the library after returning all the library books before they leave the University or for proceeding on EOL/Sabbatical leave.

BORROWING PROCEDURE

- Books will be issued to students against the multi-pupose ID card issued by the University. The ID card is not transferable, and if lost it should be reported to the Proctorial Office immediately.
- Faculty, administrative staff and officers of the university and other members may collect their barcoded library cards from the Membership Counter.
- The Circulation Counter timings are 09:15 a.m. To 05:00 p.m. (Monday-Friday). On Friday the Counter remains closed 12:00 noon to 02:30 p.m.
- Members should not borrow defective/damaged books. While returning such a book, the member will be held responsible and charged as per the library rules.
- Reference, reserved books, theses, CD/DVDs, loose issues and bound volumes of journals, TBC books are not issued.
- The student should produce valid ID card for borrowing books, failing which the library staff can refuse to issue books to him/her.
- A book may be reissued or period of loan extended provided there is no previous demand for the book. An issued book may be reserved by submitting a "Reservation Form" at the Counter.
- The ID card is valid for the period mentioned on the card. In case the student is given

extension, he/she should produce the renewed card or letter for borrowing books.

- All students should obtain a "No Dues Certificate" before they appear in their final exam, for refund of caution money or for other purpose after paying any dues outstanding against them.

INTER-LIBRARY LOAN

Institutional Membership of the *Developing Library Network* provides ready access for ILL from leading libraries of other institutions. The member may submit the ILL form at the Circulation Counter or online at the dedicated workstation in Online Catalogue Section.

OVERDUE CHARGES

The overdue charges Rs.1/- per day per book for the first 15 days and Rs.2/- after 15 days from the due date is applicable.

LOSS OF BOOKS

A penalty of Rs. 5000/- on a book reported lost in addition to the cost of the book. Alternatively, the borrowed book reported lost may be replaced with its latest edition plus 10% administrative charge as admissible. If the book of a multi-volume set is lost or damaged, the concerned member is liable to replace the whole set.