

Maharshi Dayanand Saraswati University,  
Ajmer

# CENTRAL LIBRARY

SARASWAT BHAWAN

RULES



1997

# MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

## CENTRAL LIBRARY

### LIBRARY RULES

#### 1. Working Days and Hours

- (1.1) The library will remain open on all the working days of the year.
- (1.2) Under special circumstances it may, however be closed on any other day or part of the day.
- (1.3) The following would normally be the working hours of the library:  
10:30 AM – 4:30 PM  
(Note- Any change in timings will be decided by administrative orders.)
- (1.4) The loan counter shall function half an hour after the opening time and shall close half an hour before the closing time of the library.

#### 2. Membership

The following persons may be entitled to become members of the library:-

- (2.1) Members of the Board of Management, Academic Council, Faculties and Library Committees of the University duly introduced by the Registrar.
- (2.2) Members of the teaching staff of the university, including research associates, Librarian and Director of Physical Education on the recommendation of their respective Head of Departments.
- (2.3) Permanent teachers of colleges, affiliated to the university on the following conditions:
  - (2.3.a) Their application for membership should be recommended by the Head of Institution concerned and the Head should undertake the responsibility for the return of books to the library.
  - (2.3.b) Books to be issued should normally relate to the subjects the teacher teaches.
  - (2.3.c) The Principal/Head should obtain a No Dues Certificate from the Central Library before relieving such teachers as have been recommended for membership of the University Central Library.
  - (2.3.d) Security of Rs.500.00 and an annual membership fee of Rs.100.00.
- (2.4)
  - (2.4.a) Paid research staff of the University Departments academically concerned with teaching/research projects on the recommendation of the Head of the Department concerned.
  - (2.4.b) Part time teachers of the University on the recommendation of the Head of the Department concerned.
- (2.5)
  - (2.5.a) Registered research scholars, teacher fellows and M. Phil. students of the university enrolled in any university teaching department on annual membership fee of Rs.100.00 and a security of Rs.500.00. Their application should be made through the Head of the Department. They shall deposit their library fee in the library.
  - (2.5.b) Registered research scholars and M. Phil. students of the university enrolled in any of the affiliated colleges on the recommendation of the Principal concerned. They will have to furnish a Certificate from the Principal concerned for the safe return of books issued to them. They will be required to deposit a sum of Rs. 500.00 as security deposit and an annual membership fee of Rs.100.00 in the library.

- (2.5.c) Post Doctoral Research Fellows on an annual membership fee of Rs. 100.00 and security deposit of Rs. 500.00 to be deposited in the library on the recommendation of their respective Head/Professor/Dean/Principal.
- (2.6) Post graduate and other students of the university teaching departments on a security deposit of Rs. 500.00 and an annual membership fee of Rs.100.00 collected by the department concerned and transferred to the library.
- (2.7) Permanent administrative, ministerial and class IV staff of the university on the recommendation of the concerned Heads of Departments, not below the rank of Asstt. Registrar.
- (2.8) A limited number of persons not belonging to the above categories and falling under the following special categories may be admitted to the library on a security deposit of Rs.500.00 plus an annual membership fee of Rs.100.00. The recommending authority shall undertake the responsibility for the return of books to the library.
- (2.8.a) Retired teachers of affiliated colleges/University residing in Ajmer city on the recommendation of the Head of university teaching department/Dean university studies/Principal of local affiliated college.
- (2.8.b) Gazetted Officers of Government of Rajasthan and Government of India (local department, Ajmer city only), duly recommended by the Heads of their Departments and the Registrar of the M.D.S. University, Ajmer.
- (2.8.c) Retired Officials of the University, duly introduced by the Registrar.
- (2.8.d) Persons pursuing a scholarly investigation of research on the recommendation of the Head of a University department/Principal of an affiliated college.
- (2.8.e) Any other person, at the discretion of the Librarian.
- N.B. (i) All Persons wishing to enroll themselves as members of the university library will have to apply in a prescribed form obtainable from the library.
- (ii) A person eligible for membership in two or more of the categories specified in rule 02 will be permitted membership only in one category of his choice.
- (iii) Memberships for persons enrolled under rule 02 (except 2.6) are valid for one academic session only, i.e. from 01 July to 30 June.
- (iv) Membership for persons enrolled under rule 02 (2.6) expires seven days before the commencement of their respective university examinations or annual examination.
- (v) Membership can be renewed only after filling up a fresh prescribed form and completing all formalities incidental thereto.
- (vi) Members who are required to pay membership fee under these rules shall pay the fee for the full session, i.e. from July to June. Membership fee once deposited shall not be refundable. The membership fee so collected shall be only as 'book fund'.
- (vii) Members should clear up their account of books at the end of every academic session. No book in the new academic session will be issued, unless previous issued account is cleared up by the members.
- (viii) The books issued in the departmental account shall be returned at the end of every academic session.

### 3. Loan Privileges

Sr. no.	Nature of Membership	No. of Books	Period of Loan
3.1.a	Post graduate	04	Fortnight
3.1.b	Other students	02	Fortnight
3.2.a	Research scholars (including senior and Junior research fellows) M. Phil. students, teacher fellows, research staff and part-time teachers.	06	01 Month
3.2. b	Registered research scholars.	06	01 Month
3.3.a	Teachers/Librarian/DPE's/ Research Associates of the university	15	01 academic year
3.4	Teachers of affiliated colleges	06	01 Month
3.5	All other members	02	Fortnight
3.6	Head of the university teaching department for the use of the department	100	01 academic year.

- 3.7 Books may be issued to any academic, special or public library of repute when a request is made under Inter-Library Loan arrangement for mutual advantage. The librarian may also issue books for not more than a week, when a requisition is made by any government office or university office in connection with official business.

Note: The librarian will seek the views of the department concerned for issuing specialised books and material.

### 4. Conditions of Loan

- (4.1) Loan may be renewed for a further period as specified under rule 03 provided:-
- (4.1.a) No other member has put in his/her claim for the book in the meantime.
- (4.1.b) The book is actually brought to the library.
- (4.1.c) Not more than two consecutive renewals shall be made.
- (4.2) Members shall come to the library personally to take books on loan.
- (4.3) In the case of members falling under rule 2.2, the issue of books will be maintained in a pass-book and the members will be required to sign the same whenever they take book(s) on loan.
- (4.4) So long as the borrower's ticket duly charged is in the library or a return entry is not noted in the pass-book, the borrower will be held responsible for books or other material found charged against his/her name.
- (4.5) Books and other reading material issued in the name of person may be recalled at any time by the librarian and when recalled should be returned within 07 days of the dispatch of notice, failing which retention charges of Rs. 01.00 per day per volume will be charged.
- (4.6) A member against whom any over-due or other charges are outstanding shall not be allowed to borrow books or withdraw his/her deposit until he/she has paid the amount due.
- (4.7) Manuscripts (including thesis), reference books, art books, rare books, damaged books and such other books shall not be issued.
- (4.8) Books kept in the text-book section may be issued to the student members for one week only if not demand. An overdue charge of Rs. 01.00 per volume per day will be levied from all categories of members who fail to return books on the due date of return. Books marked 'not to be issued', 'counter book', will not be loaned out.
- (4.9) No person borrowing a book from the library shall lend it to any person.
- (4.10) A new book shall not be normally issued out of the library during the first week of its being displayed.
- (4.11) The cost of sending out and returning books shall be defrayed wholly by the borrower.

- (4.12) No intimation will be given to members of the Dates, when the book falls due. The Dates are duly stamped on the Date-Labels of the book(s) issued on loan. It will be the responsibility of the borrowers to return the books in time.

## **5. Issue System**

All the members except university teachers will get at the time of membership as many reader's tickets as the number of books they are eligible to borrow. On each occasion a book is borrowed, a reader's ticket is to be given at the Issue Counter and the Membership Card/Identity Card is to be shown. In case the Membership/Identity Card is not shown, books will not be issued. The reader's ticket will be returned to the member only when the book is returned. Reader's tickets and membership card are strictly non-transferable.

## **6. Reservation of Books**

A book which is on loan may be reserved for borrowing by other readers on filling up a self-addressed reservation card at the counter, and affixing a proper postage stamp on it. No reservation cards will be entertained unless it is properly filled in. The reservation card will be dispatched to the borrower when the book is ready for him to collect. Such a book will be kept apart for him/her for a period of seven days only. It will be issued strictly according to priority of reservation of demand.

## **7. Inter-Library Loan**

- (7.1) Books and other publications not available in the library may be procured on loan from other libraries and institutions for the benefit of the readers in the library. The postal charges for getting such books on loan and returning them shall be defrayed by the reader concerned.
- (7.2) Any reader desiring a book to be borrowed from other libraries shall make a deposit of Rs.100.00 in advance for meeting the postal charges.
- (7.3) Books and other publications may be loaned on inter-library loan system to the libraries and other institutions on receipt of requisition. Such publications will be sent by registered parcel/post.
- (7.4) Books received on inter-library loan will not be issued out of the library. These can be used within the library premises.

## **8. General Rules for the Guidance of Members**

### **(8.1) Admission to the Library**

- (8.1.a) Admission to the library is open to members only on production of identity/membership card.
- (8.1.b) While entering the library, all personal belongings, such as attaché cases, portfolios, satchels, bags, big vanity purses, umbrellas, flat files and file covers, etc., personal books and books not meant to be returned to the library shall be deposited at the property-counter at the entrance and a numbered token obtained from the attendant at the counter.
- (8.1.c) Facilities provided for depositing personal belongings at the property-counter be enjoyed only for the period till the depositor is actually present inside the library. Articles deposited must in all cases be taken back when the depositor leaves the library or at the most before the closing time of the library. The library shall not be responsible for articles not taken back at the closing time.
- (8.1.d) Although all possible care will be taken for the safe custody of the articles deposited, the administration does not accept any responsibility for damages or loss of the same. It is advised not to bring any valuable things to the library.

- (8.1.e) A fine of Rs. 10.00 will be charged for loss or damage of token issued to a reader in lieu of the articles deposited at the property-counter. In case of loss of a token the belongings kept at the property-counter shall be released after necessary declaration in due course.  
N.B.:- Rs.2.00 will be charged from the members who retrieve their belongings from the gate on the following day of their deposit against a token and Rs. 01.00 will be charged for every subsequent day, subject to the ceiling of Rs. 10.00.
- (8.1.f) The loss of a token should be immediately reported in writing at the Circulation Counter, otherwise the library will not in any way be responsible, in case of, any other person produces the lost token and takes away the articles kept.
- (8.1.g) The attendant at the entrance is authorized to examine everything that passes into or goes out of the library.
- (8.1.h) Members shall show their files, file-covers, books, etc., to the staff on duty at the entrance and exit while entering and leaving the library.
- (8.1.i) No member shall be allowed to take out any book/periodical or any other reading material without getting it properly issued or re-issued on that Date.

**(8.2) Loss or Misuse of Membership Card and Reader's Tickets:-**

All losses regarding the membership card and the reader's ticket should be immediately reported to the library.

- (8.2.a) Duplicated reader's tickets and membership card will be issued at the discretion of the Librarian and on payment of Rs.10.00 for each ticket. The member however, will continue to be responsible for any loss, which the library may suffer through the loss or misuse of his/her membership card or reader's tickets.
- (8.2.b) All applications for the loss of reader's tickets/membership card shall be entertained only when a member deposits a sum of Rs. 10.00 (non-refundable) for each reader's ticket declared lost along with the application.

**(8.3) Clearance Certificate:**

- (8.3.a) All members of the library in category of rule (2.5, 2.6) will be required to obtain a clearance certificate from the library before taking a university examination or terminating connection with the university department or college. A clearance certificate will be issued from the Library, only when the members deposit their membership-card, readers' tickets, etc. together with dues, if any. In the absence of a clearance certificate the members will not be allowed to take up a university examination and result may also be withheld if above action is not taken.
- (8.3.b) The Heads of the University Departments/Principals of the university colleges shall require the students of their department/colleges to produce a clearance certificate from the library to the effect that they have returned all books and cleared all dues before they are admitted to the university examination or issue of transfer certificate whichever is earlier.
- (8.3.c) Heads of the University Departments/Principals of colleges shall see that the research students who have completed research work produce a clearance certificate from the library before their thesis are forwarded by them to the Registrar.
- (8.3.d) When a teacher ceases to be a teacher by resignation, retirement or transfer to any other educational institution or transfer to any other educational institution or otherwise, the Head of the Department who had endorsed the application of such a teacher to the Librarian shall not make payment of the last pay and allowances or other dues of such teacher unless the teacher has obtained a clearance certificate from the Librarian that he has returned all the books and paid all the dues. This rule is also applicable to persons enrolled in rule (2.7)
- (8.3.e) Deposit can be withdrawn at the end of a term and not later than one year after the expiry of membership. If the security lapses the same shall be used for book fund.
- (8.3.f) No claim of security deposits by a borrower will be entertained unless all the books to the borrower have returned and all dues paid and the borrower's tickets returned.

- (8.4) Members should keep the library informed of any change of address, change of college, class or subject of study during the period of membership.
- (8.5) On entering the library, every member shall be required to write legibly his name, membership number and affix his full signature in a register specially provided for the purpose. Such a signature shall be taken as an acknowledgement that the person agrees to conform to the rules of the library.
- (8.6) Every reader before leaving the reading hall will return the book(s) to the assistant in-charge and must not himself replace the books on the shelves.
- (8.7) Talking, smoking, chewing pan, spitting, eating food, sleeping and any misbehavior is strictly prohibited. The librarian shall exercise proctorial power within library premises. Any sloop, tardy, recalcitrant, immature, irresponsible behavior by any reader in the library premises would automatically lead to the cancellation of his/her membership. Such behavior would invite not only proctorial action but also legal action. Dogs and other domestic animals shall not be taken in by any member or visitor.
- (8.8) No tracing or mechanical reproduction from books and periodicals shall be made without special permission of the Librarian.
- (8.9) Readers shall not write or make marks upon or otherwise damage any book, periodical or any other material belonging to the library.
- (8.10) Readers responsible for any damage or injury done by them to the books or other property belonging to the library shall be required to replace such books or other property damaged or injured to pay the full value, thereof as determined by the librarian. In case of a book belonging to a set or series and a new volume is not separately available, the whole set or series must be replaced. The other volumes of the set or series will be given to the borrower after its replacement of paying the cost of the whole set.
- (8.11) The librarian will have the right to refuse admission to the library or to prohibit the use of any books to any person whenever he/she thinks it necessary in the interest of the library to do so.
- (8.12) The Librarian will have power to suspend the use of the card of any reader or deny the use of the library to any reader neglecting to comply with any of the rules.
- (8.13) Strict disciplinary action will be taken against un-authorised removal of books or other property from the library. His/her name is liable to be removed from the list of members. For protecting library property the librarian may get conducted physical search at any point in the library-premises.
- (8.14) Readers shall vacate their seats Ten Minutes before the closing time of the library, or earlier if the Librarian orders in writing.
- (8.15) Vehicles should be kept at the vehicle stand and not inside the library premises or in the vicinity of the entrance of the library building.
- (8.16) In all other matters the librarian shall have power to take such action as he may consider fit.
- (8.18) These library regulations may be altered or amended or new regulations may be added to the existing ones by the library-committee without notice to the members and they or any alteration,

amendment and new regulation shall be effective and binding on all concerned. A copy of these regulations will be made available when asked for.

## **9. Rules for the use of the Research-Hall by the research scholars of the university**

- (9.1) The research hall will remain open during the library hours.
- (9.2) The research hall can be used only by those research scholars and teachers who have formally enrolled themselves as regular members of the library on making an application on a prescribed form available from the university library.
- (9.3) Allotment of a seat in the research hall will be made by a committee consisting of the following members:-
  - (9.3.a) One university professor to be nominated by the Vice-Chancellor (Chairman)
  - (9.3.b) One Dean nominated by the Vice-Chancellor.
  - (9.3.c) One research scholar to be nominated by the Vice-Chancellor.
  - (9.3.d) Dean, student welfare/advisor.
  - (9.3.e) University Librarian or his nominee (member secretary)
- (9.4) The allotment will be made by the above committee for a period of 02 years, or till the completion of their thesis.
- (9.5) Allotment of seat in the research hall is conditional on its regular use, For this purpose a daily attendance register will be maintained at the entrance gate of the research hall.
- (9.6) Entry in the research hall will be given on the production of membership card, to be issued by the library.
- (9.7) No personal books, books belonging to other libraries, personal belongings, etc., will be allowed in the research hall.
- (9.8) Not more than 20 books will remain in the custody of an allottee at a time on the allotted seat. These books should be duly recorded at the research hall service counter. Any book not so recorded may be removed by the library staff.
- (9.9) Reference books, text-books, current periodicals on display, books from fine art collection, newspapers, new-arrivals on display, should not be brought in the research hall. These materials are to be consulted at their respective places.
- (9.10) Publications recorded to a particular reader of research hall should not be transferred/shifted to the other user until and unless a transfer entry is duly recorded at the research counter.
- (9.11) Scholars not requiring the use of an accommodation assigned to them altogether or for a fixed duration are required to intimate the library to that effect.
- (9.12) In all other matters the rules of the university library shall apply.
- (9.13) The allotment of a seat in the research hall is liable to be withdrawn in the event of any violation of the above rules or for the non-fulfillment of any of the above conditions.
- (9.14) Whenever a situation arises which is not stipulated in the rules, the decision of the librarian shall be final.

## **10. Rules for the Issue of Books from the Text-Book Section**

- (10.1) Books placed in the Text-Book Section including counter books will be issued for reading in the premises against surrender of membership/identity card.
- (10.2) Only one book will be issued for reading in the premises against the membership/identity card.
- (10.3) The members while returning such books will take membership/identity cards from the text-book counter on the very first day failing which a fine of Rs. 01.00 per day will be charged from the defaulters.
- (10.4) Text books related to their discipline concerned will be issued to the students and teachers.
- (10.5) No member will be allowed entry inside the text-book counter.
- (10.6) Out of the books issued to the teachers, the number of text-books shall not exceed 05.

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