



दिल्ली विश्वविद्यालय पुस्तकालय मण्डल

DELHI UNIVERSITY LIBRARY SYSTEM

RESEARCH FLOOR

Rules and Regulations for Allotment of Seat/Lockers

1. Access to the Research Floor is strictly restricted to bonafide research scholars and faculty members of the Central Library.
2. Visitors are not allowed at the Research Floor.
3. Research scholars must carry their Library Membership card while using the research floor. They must show their ID card on demand. Researchers will not share their ID card with other unregistered students/scholars.
4. Seats are not allotted to individual research scholars in the research floor **Reading Hall**. A student may occupy any vacant seat available at the time of his/her visit. Seat reservations are limited to 30 minutes and 1 hour during lunch time.
5. Seats in Hall no A, D, and F will be allocated to individual research scholar. Other scholars may sit on the allotted seat in the absence of the allottee. However, if the allotted student arrives, have to vacate the seat on his/her request.
6. A seat/Carrel shall be allotted only to the registered member of the central Library seniority wise on yearly basis, subject to availability of the seat.
7. Research Carrels and lockers are not transferable.
8. In view of the limited number of lockers, the allotment shall be made on the basis of a priority list. Priority list is drawn seniority wise according to the date of registration in Ph.D. and date of birth in case of registration dates are same then year of birth of the applicant will be considered to decide the priority.
9. Renewal of allotted seats and lockers is compulsory. The seats and lockers of users who do not renew their library membership by 31st July every year, shall be treated as vacant and will be taken over for the allotment to other members.
10. Valuable items should not be kept in the lockers and seats.
11. The allotted Locker/seat should only be used by the allottee. In case same is used by other than the allottee, locker/seat allotted will be cancelled immediately and matter will be reported to the concerned Dean/Head for further action.

12. No researcher should lock his/her research cubicle or the table drawer.
13. Reading areas are meant for individual study and research only. No teaching or discussion will be conducted on the Research Floor.
14. Research scholars should not rest or keep their feet on tables, chairs, shelves, etc.
15. Research scholars are not permitted to use mobile phones on the Research Floor.
16. Research scholars are not allowed to eat or carry eatables food into the Research Floor. Smoking, pan chewing and spitting in the Research Floor is also prohibited.
17. The Research Floor or Central Library shall not be responsible for any loss or damage to the personal belongings of the Research scholars.
18. Computers in the Research Floor premises should be used for academic purposes only.
19. Library materials like Reference, Rare and Arts books, Theses & Dissertations, loose/bound volumes of Journals should not be kept in the lockers.
20. Any library materials or books, which have not been checked-out shall be removed, if found in the lockers.
21. The Research scholars are advised to keep only those books which are duly checked-out in their name.
22. Unused book found in the research hall will be sent to the stack for shelving.
23. No un-registered book will be kept in the locker. In order to comply this clause, the library has exclusive right to open the locker at any time without any prior notice.
24. 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.
25. A Research scholars membership privileges can be suspended on account of misbehavior with the Library staff or for indecent manners.
26. In case of violation of any rules, the allotment of lockers shall be cancelled.

NOTE: These rules are subject to revise/change from time to time without assigning any reason. The University Librarian is free to take decision in the interest of the (Central Library, University of Delhi) Delhi University Library System.


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