

General Rules of JHRCA Library

1. WORKING HOURS

- The Library shall open (Book Circulation) on all working days (Monday to Friday).
- The Reading Room Section of the JHRCA Library will normally open 07:00 AM to 12:00 PM. which may be extended as per directive of the Competent Authority.

2. MEMBERSHIP

The following persons are eligible for library membership:

a) STUDENTS of the JHRCA & JHJSCA

- The students of the JHRCA & JHJSCA shall be enrolled as members of the Library after filling up the prescribed application form and on producing the Identity Card issued by the JHRCA Library.

b) Teaching, non-teaching and academic staff of the JHRCA

- The teachers shall be eligible for membership of the Library on their submitting the prescribed membership form duly endorsed by the Director of the Faculty concerned.
- The non-teaching staff shall be eligible for membership of the Library on their submitting the prescribed membership application form duly recommended by the respective controlling officer.
- The students shall renew their tickets at the beginning of each Academic year.
- A member who has lost a Borrower Ticket shall request in writing for duplicate card to the Librarian. The member shall pay a fee for each duplicate ticket required which may be enhanced from time to time.

3. ADMISSION TO THE LIBRARY

- Every person who enters the library shall sign the gate register in token of his acceptance to adhere to the rules of the library.
- Membership/Identity Card is to be shown at the entrance, at the Service Counter or within the library premises, when requested.
- The readers shall keep silence within the library premises.
No reader is allowed to sleep in the library premises. The defaulter may be refused the use of the library or his registration may be cancelled.
- Readers are requested not to write or mark or otherwise disfigure and

damage books, furniture, etc. In case of any damage being done, the person responsible will be punished as per **Jamia Hamdard University** rules and also required to replace the article damaged or pay its replacement cost.



4. LOAN PRIVILEGE

The members are entitled to take books on loan at the following scale:

S. No.	Category of Member	Number of Book / Notes
I.	JHRCA Student	02/02
II.	JHJSCA Student	02/02
III.	Teaching Staff	02

5. CONDITIONS OF LOAN

- The books shall be issued to borrowers for Twenty days. Books on loan shall be returned on the due date from the date of issue.
- Borrowers must satisfy themselves with the physical condition of books before borrowing.
- An overdue charge will be realized from the users in case the books are returned late.
- The charges are manually calculated by the Librarian as per the fine calculation table displayed on the notice boards from time to time.
- If a member does not pay off the library dues, the privilege of borrowing books in future may be suspended to till he/she deposits the requisite amount.
- The Librarian shall have the power to refuse the issue of a book to any member or he may recall any book without assigning any reason therefore.

6. LIBRARY FINE

- If a books is not returned in the stipulated time the students will be charged a penalty of **Rs. 02.00/-** per day per volume.

7. GENERAL

- Members should keep the library informed of any change of address during the period of his/her Membership.
- Members shall keep the library informed immediately in case of loss of book or other materials borrowed from the library.
- The Librarian at his discretion may grant special permission to any member to borrow books on such conditions as he may specify in each case.
- Conversation, talking, sleeping, smoking, loitering and use of mobile phones shall not be allowed in the library.
- Special privileges may be extended to a member if they are considered necessary by the JHRCA Director.
- The Library Rules may be altered or amended or new rules may be added to the existing ones by the Library Committee from time to time without notice to the members and these rules or any alterations or amendments to them shall be effective and binding on all concerned. A copy of the rules will be made available when asked for.
