

RAJASTHAN TECHNICAL UNIVERSITY, KOTA CENTRAL LIBRARY

-: RULES & REGULATIONS :-

Membership :

1. Only RTU Students, Researchers, Faculty and Staff as registered members are allowed to use the Central Library.
2. Member should produce their library membership card at the entrance of the library.
3. A duplicate library membership card will be issued on payment of Rs. 200/-.
4. The ex-faculty/staff members may be enrolled as member against a security deposit of Rs. 5000/- (refundable) and registration fee of Rs. 1000/- (Non-refundable).
5. Some Eminent academicians/scholars and other dignitaries may be enrolled as special member on the recommendations of the Vice Chancellor, RTU only against a security of Rs. 5000/- (refundable) and registration fee of Rs. 1000/- (Non-refundable).
6. Non member can be admitted only by the special permission of the Librarian or his deputy during his absence.

Visitors

1. Consultation facility is available for research scholars of other universities/institute for a short period.
2. The research scholar should bring recommendation letter from supervisor/Guide or letter from concern department/organization.
3. The visitor scholar should bring original and valid photo ID – pass port (Foreign Scholar and university issued ID (Indian Scholar)).

Circulation

1. Books are issued for a fortnight except textbooks/reference books which are issued for overnight use only.
2. Text books with more than 2 copies are checked out after 2.00 p.m. to day scholars only during the examination period.
3. Students can reserve books at the circulation section in case they are already issued.
4. Books in demand may not be renewed.
5. Readers are responsible for books issued against their names.
6. Library reserves the right to recall issued books even before the due date.
7. The materials such as rare books, theses, dissertations loose issue of periodicals etc marked for consultation shall not be issued.
8. Borrowers must satisfy about the physical condition of the books before borrowing otherwise they will be held responsible for any damage later or at the time of return.

Overdue Charges

1. Reference books : The overdue charges Rs. 5/- per book per day.
2. General books : The overdue charges .50 paise per day per book shall be charged.
3. Membership shall be suspended for repeated delay in returning the books.

Use of Computers/Laptops etc

1. Computer in the library premises should be used for academic purposes only.
2. Online chatting /dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action shall be taken against the defaulters.
3. Playing games on computers is strictly prohibited in the entire library premises.
4. Readers must carry their library membership card while using the cyber library. They must show their ID card on demand.
5. Readers are not allowed to share their internet access ID and password with other students.

6. Changing the setting and display of the computers kept in the library is not permitted.
7. Use of laptop in the information retrieval lab where computers are already installed is not permitted.
8. Readers should not remove / unplug computers cables/ connections, networks cables and other peripherals / accessories in the library.
9. Personal key board, mouse, etc. are not allowed inside the library.
10. Students must care of their pendrive, CD/DVD ROMS, Mobile and violets etc.

General Reading Hall (08.00AM to 08.30 PM)

1. The right to use general reading hall exclusively reserve for bonafide members of Central Library, RTU.
2. Member should produce their library membership card at the entrance.
3. Readers should not leave begs/ books/ copies on the table and can not claim, capture and reserve seats for future use.
4. The seats are to be used/ occupied on the first come first serve basis.
5. Capturing/ reserving seats for friends/ future user is strictly prohibited. Other scholars may remove the begs and books, if these are left unattended on the tables.
6. Readers should not scribble on table tops or damage them.
7. Readers should not clutter the table with heaps of books and another reading materials.

General Rules

1. Readers should observe strict silence inside the library.
2. Use of mobile phone is not permitted inside the library premises.
3. Users are not allowed to carry eatables/ drink inside the library premises.
4. Library membership cards is non transferable.
5. Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied materials) inside the library.
6. Personal belongings like begs(laptop, shoulder, sling) umbrellas, etc should be kept at the property counter. These are not allowed inside the library.
7. Readers are advised not to leave their valuable items like money, Passport, credit card etc. at the counter.
8. Marking Scratching, Damaging, stealing library materials or property will invite disciplinary action against the defaulters.
9. Readers should not carry books from one floor to another, and should leave the books on the reading table after consulting.
10. Readers should not talk or discuss as they may disturb other readers. Reading Halls are meant for individual study and research only.
11. User should not rest or keep their feet on Tables, Chairs, Shelves, etc.
12. The library shall not be responsible any loss or damage of the personal belonging of the users.
13. Library staff shall not transmit telephone calls of other personal messages to the readers.
14. The librarian reserve the rights to suspend the membership of any member found misbehaving with the library staff or with any other member.
15. Spitting & Smoking is strictly prohibited in the library premises.

These rules are subject to revision/updation from time to time without assigning any reason. For latest library rules and regulation please check central library webpage.


 Librarian
 9/11/16