

*Dr. Zakir Husain Library*  
*Jamia Millia Islamia*  
*New Delhi-110025*

**Guidelines for allotment/use of lockers in Research Room**

**1. Eligibility for allotment**

- The lockers will be allotted to the Jamia's faculty and Ph. D scholars only.
- The locker facility shall be available to the PhD scholars after completion of their course work or after one year of registration, whichever is earlier.
- A refundable caution money of Rs. 500/- is to be deposited by the PhD scholars whose names are appeared in the allottee list. Kindly contact the library for more details before depositing the caution money in Cash Section of the JMI.

**2. Registration**

- The application form to avail locker facility can be obtained from the Periodical Section of Dr. Zakir Husain Library or be downloaded from the Library's web page ([Link](#)).
- Duly filled in application form in all respects should be submitted in the library before the prescribed date.
- The notice regarding availability of lockers will be displayed on the Library Web Page/Notice Board in the Research Room.
- The allotment shall be made by a committee duly constituted by the University Librarian and its decision shall be final.

**3. Allotment Criteria**

- The JMI library presently has 96 lockers which may be increased in future.
- Twelve (12) lockers are reserved for Teachers and 84 lockers shall be available to PhD Scholars
- After submission of application form, a list of all valid candidates will be prepared by the library.
- Lockers will be allotted through a draw, in case the number of applications exceeds the number of lockers in presence of the committee members. Scholars are also encouraged to be present in draw.

- The name of the applicants who have applied but did not receive a locker will be placed on the waiting list prepared through a draw. The waiting list shall be valid for one year.
- The lockers which are surrendered before the next yearly allotment shall be allotted to the candidates from the waiting list.
- The criterion for reservation may be changed.

#### **4. Security and Penalty**

- Keys will be issued to the users and they shall be responsible for it.
- The keys of the lockers are non transferrable.
- In case of the loss of a key the user shall be fined Rs. 200/-.
- Users are advised not to keep cash or any other valuables e.g. laptop, mobile, cash, and harmful/immoral materials etc. in their lockers.
- Storage of items which is likely to cause security concerns is strictly prohibited.
- Any kind of misuse of the lockers, may be reported to the office of the University Librarian.
- In case of any damage of the lockers, the user is obliged to compensate the damage.
- The Library shall not have any responsibility for items/belongings in lockers.
- The Library reserves a right to open the lockers found not in use OR locked, for more than a month.
- Any violation of the guidelines by the user may result in withdrawal of his/her locker facility.
- University Librarian reserves the right to cancel the allotment of lockers.

#### **5. Clearance and Return of Lockers**

- Before submission of the thesis, the user shall surrender the keys. In case of failure to do so, the caution money shall be forfeited.
- The refund of the caution money shall be initiated after surrender of the locker keys and original receipt of the caution money.
- The Library shall have right to open a locker, if required, in the presence of two Staff Members/PhD Scholars as witness.

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