



# **Bharat Mahavidyalaya, Jeur (C.Rly)**

## **Tal. Karmala, Dist. Solapur**

### **Library Rules & Regulations**

#### **Rules of the Reading Room for Students:-**

1. The Reading room will be open from 8.00 a.m. to 5.30 p.m.
2. Separate Seating arrangement for girls and boys. 50 intake capacity for each reading room.
3. Admission to Reading room is not allowed without Identity card.
4. Students can borrow study material 9.00 a.m. to 5.00 p.m.
5. Maintain the silence in the reading room.
6. Smoking, Spitting, Sleeping, Eating & chitchatting are strictly prohibited.
7. Do not cut item from the Newspaper.
8. Mobile phones are strictly prohibited in the Reading Room.

#### **Rules for staff:-**

1. A teacher can borrow maximum 30 books.
2. Every reader should sign in the entry register.

3. Fiction/General interest books are issued for 15 days. In case, the Teacher wants to keep them for more days, permission from the Principal should be obtained. The subject related text-books and related books are given to the teacher for one academic year.
4. In case, a Teacher wants text-books/ reference books of a subject other than his/her own, written permission (explaining the reason for borrowing) should be obtained from the Principal.
5. Non-Teaching Staff members can borrow 06 books, Three General and Three fictions for 30 days.
6. Syllabus, question paper sets etc. will not be issued. However, employees can borrow and go through them in the reading room.
7. Encyclopedia, Dictionaries, Annual Issues Bound volumes of Articles/Magazines will not be issued.
8. Current issues will not be given for two months from their arrival. No magazine will be issued in March.
9. The magazines should be returned at the end of March.

### **Rules for Library members:-**

1. Identity card is compulsory to all the Library members.
2. Everybody should carry the identity card while in the college campus and in the Library.

3. Duplicate identity card will be issued after paying Rs. 50/-
4. College students will get Two Books (one text & one other) for 7 days. There after Rs. 0.50/- fine will be charged per day.
5. Students should handle the books carefully. They should inform about missing pages to the Library (Counter) staff, the very moment of its issue.
6. The lost/torn books will have to be replaced with the latest edition. otherwise, one and half the price of the latest edition will be charged.
7. Reference books will not be issued out of the Library. However, it will be made available in the reading room.
8. A reader should not mark, Scratch, and detach, any paragraph or figure from the books.
9. Suggestion box is kept in the library. Constructive suggestions /complaints are welcome.
10. Photo copying (Xeroxing) facility is available.
11. In case of any grievances, contact the Librarian.
12. Smoking spitting, sleeping, eating and chitchatting are strictly prohibited.
13. Every reader should sign in the entry register.
14. Mobile phones are strictly prohibited in the Library.

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