BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY)

**INSTITUTE OF MANAGEMENT, KOLHAPUR**

**Library Rules**

1.The borrower's tickets will be issued at one time free of charge at the beginning. If a ticket is

 lost, the student must immediately report to the library. The duplicate borrower's ticket will

 be issued charge of Rs.20/- each.

2. The books issued to the student should be returned within a week (7 days). Otherwise the

 students will have to pay Rs.2/- fine per day per book for the delayed period. The books will be

 renewed only if there is no demand for the same books.

3. Reference books, periodicals/journals, syllabus, question papers will be issued on identity

 cards in the premises of the institute only during library hours. If they are taken home, fine of

 Rs.10/- will be charged per day.

4. The students should use the books carefully, if a book is lost it is the responsibility of student

 to replace it by a new book of latest edition within a week. Otherwise double cost of the book

 will be recovered from the student for that book with usual library fine as per library rules for

 the delayed replacement of the book.

5. If the cover of the book is torn out, binding charge of Rs.50/- will be recovered and if the book

 is damaged inside, double the cost of the book will be recovered or the student should replace

 it by a new book of the latest edition.

6. **The students should check the pages of the books thoroughly, when the books are**

 **borrowed from the library. If the pages of the books are torn outside, the responsibility**

 **will be fixed on last reader and cost of books will be recovered or he will have to replace**

 **the new books of the latest edition or pay double the original cost if he wish to retain the**

 **book.**

7. Every student must clear the dues of library books at the end of academic year after the

 examination. Otherwise double fine will be charged per day per book.

8. Any types of marking by pencil or pen inside the books strictly prohibited. If found so, fine

 will be charged as decided by the librarian.

9. Cash, costly articles etc. should not be kept by the students during seating in the reading room,

 incase loss of any things will be all the risk and costs of the students concern. The library staff

 will no the responsible for the any damage, losses etc. during their stay in library and reading

 room.

10. **Use of mobile phone is strictly prohibited in library/ reading room. In case the mobile is**

 **not being switched off the handset will be seized. This may please be noted**.