

BHARATI VIDYAPEETH UNIVERSITY  
COLLEGE OF ENGINEERING, PUNE- 43

**Library Rules**

**General Rules:**

- 1) All library users must sign in the library register.
- 2) User should maintain peace in the library and should not disturb other readers in the library. Use of mobile phone is strictly prohibited in the library premises.
- 3) While entering the library, user should leave his/her personal belongings such as bags, personal books etc. at the counter reserved for this purpose.
- 4) The Librarian may suspend library service of a student member for one month, if he/she misbehaves with the library staff.
- 5) User of the library should not deface, mark, cut or damage the reading materials in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage.

**Circulation Rules:-**

- 1) Books may be borrowed only against the library card issued to an individual.
- 2) Two library books will be issued to each UG/PG student.
- 3) Five library books will be issued to each Full time Research scholars/Faculty members.
- 4) For students, books can be issued for a limited period 15 days, failing which an overdue charge Rs. 1 per book per day must be paid.
- 5) For Full time Research scholars/Faculty members, books can be issued for a period of one semester, failing which an overdue charge Rs. 2 per book per day must be paid.
- 6) No books in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.



- 1) In case of loss of books by borrower, the borrower is required either to replace the books by a recent edition, if available or pay the double of the current cost of the book.
- 2) Newspapers, periodicals, journals and reference books are available for use within library and will not be issued from the Library.
- 3) Students' library borrower cards renewal must be done before August 31<sup>st</sup> every year, failing which, fine of Rs.500/- will be charged per year.
- 4) Duplicate borrowers cards will be issued by charging Rs.100/card.
- 5) Full time research scholars must take no due certificate from library before final thesis submissions at R & D.

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