



Bharatiya Vidya  
**Bhavan**

## **LIBRARY: RULES AND REGULATIONS**

The Library is primarily meant for Faculty, Students and Staff of the Institute. The rules are framed to help and promote rather than constrain the use of the library materials and services.

### **1. LIBRARY FACILITIES :**

- 1.1 The library follows an **Open Access System**.
- 1.2 The library is connected to two globally reputed electronic databases of e-books and e-journals, namely, **ProQuest and J-Gate**, which contains unlimited number of books and full text articles of almost all the leading management journals of the world. However, the students can access from the library and from anywhere.

### **2. WORKING HOURS :**

- 2.1. The library will remain open in all working days except **Saturday & Sunday** and Institute approved Holidays. The general working hour of library is from **9.30 A.M. to 6.00 P.M** with a lunch break of half an hour.
- 2.2. The books can be issued and/or returned **from 9.30 A.M. to 6 P.M.** in all working days.

### **3. BORROWING FACILITY :**

- 3.1 Books can be borrowed only against **Library Card/Identity Card** issued to the borrowers.

### **4. NORMS OF ISSUE & RETURN :**

- 4.1 Only Three books will be issued to each student at one time. Faculty members can borrow maximum 8 books per course at a time.
- 4.2. Unless otherwise mentioned, books will be issued for a period of fourteen working days.
- 4.3. If, however, a book, which has been borrowed by a student, is urgently required, the Librarian may call back the book from the student.
- 4.4. Books must be returned on or before the due date.
- 4.5. If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of **Rs. 50/- per week** / action will be taken as per existing norms of the Institute.
- 4.6. If a student fails to return the borrowed books, he/she will have to submit the total price of the book to the institute within a prescribed time.

### **5. REFERENCE MATERIALS: RULES :**

1. Journals
2. Periodicals
3. Current Magazines

4. Annual Reports
5. Government Publications
6. Newsletters
7. Newspapers
8. Project Reports (SIP)
9. CD/DVD

The above mentioned documents, rare books, references and issues of Journal/Periodicals will not be issued out of the Library. In case any user requires book/magazine/journals for photocopying or any reference purpose, the same may be issued out of the library against the **Day Issue Slip**. Only one reference book will be given to each student for reading purpose.

## **8. GENERAL RULES :**

- a. Students must sign the **Library Attendance Register**. Students should attend **the library class** as per their class routine.  
Folders, Files, personal belongings and issued books etc. should be kept on the Shelf of the Property Counter Room provided at the entrance at their own risk. The Library is not responsible for any loss or damage to the same. However, they can carry loose papers and notebooks.
- b. Library is strictly meant for reading and referring books, magazines, periodicals, newspapers etc. Any activity other than this is strictly prohibited. Students are required to maintain the decorum and sanctity of the library.
- c. Strict discipline is to be observed in the library. Anyone who violates this rule will be asked to leave the library.
- d. Books or any other reading materials should not be taken out of the library without the permission of the Librarian.
- e. The Librarian may refuse any student, who violates any of the above rules, to avail Library facilities for a period as deemed fit.
- f. If a student is found to have damaged and /or disfigured any library property, he/she shall be subjected to a fine of equivalent to the replacing cost of the property.
- g. Readers leaving the library should allow the library staff to examine their belongings.  
Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the table. It may be noted that a book misplaced is treated as a book lost.
- h. **The Clearance Certificate** must be shown to claim Security Deposit (if any).
- i. Membership card is the property of the Institute. A student must return books/cards latest within 3 days of the conduct of last examination, before leaving the Institute, it is the responsibility of every user to return all books, settle all Library dues (if any), and get a **No-dues Clearance Certificate** from the Librarian.
- j. The Librarian is the competent authority to enforce the rules as deemed fit from time to time and oversees the normal functioning of the library.

## **9. RULES FOR REPROGRAPHY SECTION :**

- The photocopy section is for LIBRARY BOOKS, JOURNALS AND QUESTION PAPERS ONLY. The class notes, outside papers and books are strictly NOT TO BE PHOTOCOPIED HERE.
- Place your requisition for photocopy at the Reading Counter.
- Cost per page is Rupee ONE only.

-----\*