

**BHARATI VIDYAPEETH DEEMED UNIVERSITY, PUNE  
ABHIJIT KADAM INSITUTE OF MANAGEMENT & SOCIAL SCIENCES  
BIJAPUR ROAD, SOLAPUR**

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**LIBRARY RULES**

Library working hours: - Monday to Saturday  
10.00 A. M. to 5.30.M.

● Issue of books:-

10.00 A. M. to 1:30 P. M.  
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2:00 P. M. to 5.30 P. M.

(The Library will remain closed on Sunday and holidays declared by  
Bharati Vidyapeeth Deemed University, Pune)

● Eligibility for making the use library:-

- a) The person should be bonafied students of the college.
- b) Faculty members/staff members.

● Identity card and borrow card will not be issued unless original receipt is produced. Student should renew their identity card annually before **31st July**

● While entering the library every student is required to enter his/her name and sign the register kept at the counter.

● It is necessary to deposit the card at the counter for using any of the faculty.

● All the students should strictly note that they must carry the identity card and produce the same whenever demanded by concerned staff.

● Book will be issued only on producing valid identity card i. e a current Library card.

●Only two books will be issued on the borrow card for a week and renewal of books is allowed only once.

●The student should not write in the book or spoil the book in any manner or damage any property belonging to library.

●Librarian may refuse to issue any book to any member or he may recall any book without assigning any reason therefore.

●All books should be returned after the end of semester or term

●Any book not returned on the date is subject to late fee of **Rs 5/-** per day after expiry day of due date.

●Periodicals, reference books,project reports, Back volumes of periodicals will not be issued at home.

●The student should maintain complete silence in the library any student found indulged in any kind of misbehavior or disturbing others will be debarred from entering into the library in future.

●The student should not use library facility when their regular classes are going on.

●Loss of library card and borrow card should be reported at once. Duplicate identity /Borrow card will be issued but if any misuse is detected on the original card the student will be held responsible for it. For duplicate identity **Rs. 50/-** and borrow card **Rs. 25/-** will have to be paid.

●Mobile phone are not permitted in the library. Any student carrying mobile phone or using it shall have to pay a fine of **Rs 500/-** as well as shall be subject to take further disciplinary action in such circumstances the hand set shall be confiscated and shall be informed to their parents or guardians immediately.

●Smoking, consumption of gutka, spitting and similar objectionable acts are strictly prohibited in the library premises.

All the students and the members of the library are requested to extend their best co-operation all the time.