



**Bharati Vidyapeeth
(Deemed to be University)
Dental College and Hospital Navi Mumbai**

RULES OF THE LIBRARY

Library Timings –Monday to Saturday 8.00.a.m to 8.00.p.m.

1. Every student entering the library should have a valid college Identity Card and it should be produced as & when demanded by any of the library staff.
2. Identity card & Borrowers card are not transferable.
3. Complete silence & strict discipline should be maintained in the library.
4. Students must handle the Books, Periodicals and Journals etc. with great care. Any attempt to damage the books by defacing or tearing the pages will be treated as misconduct and strictly dealt with.
5. If the original I-card is lost, a duplicate will be issued on payment of Rs.500/ and if original Library card is lost duplicate will be issued on payment of Rs.50/ and for that an application should be made to the Principal.
6. If any reference book is required, the student should approach the Librarian. For reading in reference section only **one** reference book or journal can be taken.
7. No group study or discussion in the library will be allowed.
8. Mobile phones should be on silent mode.



ISSUE BOOKS



1. Every student is expected to read & strictly follow the instructions given on the reverse of the Library card.
2. At a time two books will be issued depending upon the demand for the same. For every book, the student has to fill up the demand slip.
3. Reissue of the books will depend upon the demand for the same. In case of high demand of books, an issued book may not be reissued.
4. In case of delay in returning the books the students will be charged Rs.5/-per day.
5. The student borrower should check properly the book which is being issued to him / her Any complaint regarding torn books will not be entertained afterward.
6. If the book is not in condition while being issued, the student should bring the same to the notice of the library staff.
7. Any disregard of these rules will be reported to the Principle for appropriate action.
8. Library users should keep quiet inside the library. Respect the needs of the other users.
9. Eating, drinking and smoking are absolutely prohibited inside the library
- 10.Using mobile phones inside the library is strictly prohibited; keep Mobile on silent mode.
- 11.Do not take out the library materials without following proper borrowing procedures.
12. Library users are requested to cooperate with library staff and follow library instructions.
13. Those users, who fail to observe the above instructions, may be asked to leave the library. This may lead to cost-recovery charges, and/or suspension of library privileges.



Circulation Counter Instructions



1. No books will be reissued without presenting them physically.
2. Borrowers may check the books while getting them issued.
3. Current Periodicals and rare books are to be used in the library and will not to be issued for external use.
4. If mutilated or lost, the borrower will have to replace the book with a new copy or pay the amount of the current price along with the overdue charges if any.
5. If the membership cards are lost, the Librarian should be informed immediately.
6. While taking N.O.C. from library, students are required to submit their cards to the Circulation counter.
7. The readers should check the book thoroughly for missing pages, chapters, pictures etc. while borrowing the book.
8. Reference Books, Bound volumes, and are not issued outside the library.
9. Accession. No book in damaged condition will be accepted from the reader. Spoiled books will have to be replaced by the borrower.



Reference Section Instructions



1. Use this section for browsing reference books, data sheets, journal & magazines only.
2. Reference books are only for random reading & not to be issued out.
3. If Reference book is not returned on the same day, a fine of Rs.50/- per day per book will be charged.



Borrowing Policy



1. At a time, books are issued for maximum period's **seven** days while journals are issued for **one** day.
2. No Books/Journals will be issued if there is any overdue material.
3. Books/Articles/Journals not available in our library can be obtained from other Libraries through Inter Library Loan (ILL) service.
4. Recommendations for purchase of Books, Scientific, Technical & General (in English & Hindi) for the library are welcome.



General Instructions to all Library Members



1. Please do not write, damage or make any mark of any kind on the library materials either by ink or pencil.
2. Defects found in the books and bound volumes taken out for reading or borrowing should be brought immediately to the notice of the staff on duty at the time of issuing.
3. All members are required to deposit their personal belongings outside the library at their own risk. Briefcase and bags are not allowed inside the library.