



Bharati Vidyapeeth's College of Engineering, New Delhi
Library Rules
(ISO: BV/FR/AA/017)

Library borrowing privileges are subject to variation depending on the particular library. The Institute's Library Advisory Committee determines the number of books that can be issued and their loan period, based on the library's book inventory and membership count.

Library Membership

All students, Faculty and staff of the college are entitled for the membership of the Library.

Rules for Issuing/Borrowing Book

No book will be issued from Reserve Section.

Journals will be issued only within the Library Premises.

The readers should check the books thoroughly for missing pages, chapters, etc. while getting them issued.

No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.

Condition of Loan

A book which is in heavy demand may not be issued/re-issued to any member.

A book needing repair or binding may not be issued.

In case of Multivolume Books, Reference Books, Out-of-print books, members can consult the book in the Library.

Reservation of Books

Members are allowed to make reservation for any book they need through OPAC. Members will be informed about the availability of the book when returned by other members.

Recall of Issued Book

Sometimes there may be a heavy demand for a book which has been borrowed. Any member can be called to return the book any time irrespective of due time period.

Extension of Possession Period

The possession period of book can be extended further to a maximum of one month, if it is not required by other members.

Overdue Fine

Students who fail to return a book on time will be subject to a fine of Rs. 1:00 (Rupees one only) per day, per book

A penalty of Rs. 1:00 per day is imposed on overdue books. If the accumulated late fine exceeds Rs. 20 user must pay the fine to the Administration Office and provide the student copy of the fine slip to Library Circulation Counter with their student copy of the fine slip to update their fine status.

Borrowing privileges for Library Resource Centre, New Delhi

Library Account	Credential	Categories	No. of Books	Loan period
Student		Library Books	3 Books	21 Days
		Book Bank	10 Books	6 month (180 days full Semester)
Teaching staff		Books	5	Full Semester
Non-teaching Staff		Books	3	Full Semester
Visiting/Guest/Temporary Faculty		From HoD's account	2 Books	15 days
Principal/ HoD's	Director/	Books	10 Books	Full Semester

A student can borrow utmost three books at a time for 21 days Library General Section, which are further renewable for 21 days (except in special cases). Books borrowed should not be identical.

- To borrow or return library books, it is necessary to be physically present with your own identification card.
- Borrowed books should be returned on or before the stipulated date mentioned on Due date-slip inside the book.
- Check the condition of the book at the time of borrowing. If any mutilation found, report instantly to the concerned library staff. Otherwise the borrower will be responsible for the damage.
- Open Access is for your convenience. DO NOT misplace the books while selecting from the shelves. After consulting books DO NOT shuffle them but return them to circulation desk.

- Remember book hiding and misplacing are punishable offence.
- Return the borrowed books first at the Lending Counter. Don't go inside the Lending/Reading Section with borrowed books.
- If the Faculty/ student have lost the books they should replace the same books. Or Faculty /Students should pay the Book Cost+ 20% extra of Book cost + Fine (if Applicable).
- If the library user lost their library ID card, user can obtain a duplicate by paying a fee of Rs 200.00 for the Library ID card.
- Library members must obtain a No-Dues certificate.

Library General Rules

- Only registered members are allowed to use the Library. Members should always carry their Valid ID cards while using the Library.
- Readers should observe silence inside the Library.
- Usage of Mobile phones is not permitted inside the Library Premises.
- Borrowers must satisfy themselves with the physical condition of the book before borrowing.
- Members are themselves responsible for books issued against their lost ID.
- Readers are not allowed to bring their personal books or any printed material in book form inside the Library, for which designated room only is to be read.
- Members must show their Library ID Cards while entering the Library,
- Borrowing books and journals and at any time if asked to do so by the Library Staff.

- The belongings like bags, umbrellas, Tiffin box and other personal belongings etc. are to be deposited at the Property Counter at the Reader's own risk.
- Every member must log in E-gate entry Register available at the entrance.
- Members are free to browse the books as there is Open Access in the library.
- Once the books are taken out of the shelves they should not be replaced by them as they may be misplaced. They should be kept on table only.
- Readers should not write in, mark scratches and disfigure, damage books or furniture of the Library.
- Network will not be provided on Laptop brought inside the Library. The library shall not be responsible for the loss of Laptops.
- Chewing, pan, spitting, smoking, eating, sleeping and talking loudly is strictly prohibited in the Library.
- Newspapers, magazines, and journals must be read only in the Library on specific table/ stands and should not be taken out to any other reading area.
- Books and novels are not allowed to be read in the digital and journal section of the library. Reading hall should be used for the same.
- No Library material can be taken out of the Library without permission.
- Anyone who violates the rules and regulations of the Library shall be liable to lose the privileges of Library Membership.
- The Chief Librarian, with the approval of the Library Advisory Committee reserves the right to add, delete, alter or modify any of the above rules as and when required.