



**Bharati Vidyapeeth's
Matoshri Bayabai Shripatrao Kadam Kanya Mahavidyalaya, Kadegoan.**

Library Code of Conduct for Staff & Student

1. Library will open 9.30am to 4.30 pm on every working day
2. Student should keep silence and discipline in the library.
3. Student should handle books & Newspaper carefully.
4. Library card should not use by other students.
5. Books will not be issued without identity card & barrow card
6. Student and Staff must always carry their identity Card in the college campus.
7. It is mandatory to scan identity Card / barrow card before entry in the library.
8. Student will get book at once for seven days.
9. Book must be returned within 7 days, if not returned penalty will be charged one rupee per day.
10. In case of loss or damage of book, student can replace new copy of same book or pay actual cost of book.
11. In the beginning of every academic year each department should give requirement list of text book and reference books to the library.
12. Class teacher suggest or demand book bank facility for the needy student in each class.
13. Student and Staff related notices of library will be notified on particular what's up Group and also notice board of library.
14. Students of XIth std., B.A.I., B.Com. I, B.Sc. I, M.A. I and M.Sc. I should fill their library membership form which will be made available in the library.

15. Students of XIIth std., B.A., B.Com.,B.Sc. II &III Year, M.A. II and M.Sc. II will not get library card without renewal of their own identity card.
- 16.For extra books, student should take additional borrow card by paying 50/- Rs. to the library
- 17.Books for competitive exam will also made available by the demand of students through competitive exam. department with correspondence of library.
- 18.Text book for Arts & commerce student will be issued on extension counter (Gramin Vikas Bhavan)
- 19.Duplicate Identity card will be issued by paying 100/- fee.
- 20.Without the clearance of library, the passing certificates and mark sheets will not be issued.
- 21.At the end of academic year every faculty must return library books.


LIBRARIAN
B. V. M. B. S. K
Kanya Mahavidyalaya
Kadegaon, Dist. Sangli


i/c. Principal
B.V.M.B.S.K. Kanya Mahavidyalaya
Kadegaon,Dist. Sangli