

**1. Library:** The College library has already been fully computerized and as a part of it most of the books have been catalogued and bar-coded. This enables its users to exercise searching and borrowing options. With Wi-Fi facility now made available, students can make extensive use of internet.

## **2. Admission to the Library:**

All students/staff members of **Balagarh Bijoy Krishna Mahavidyalaya** shall be allowed admission in the library.

Any other person with permission of the Principal may enter the library. The right of admission shall be offered to the students of Netaji Subhas Open University-BBKM College Centre.

## **2. Entrance Inside the Library:**

Persons acquiring right of the admission as under 1. above, before entering/leaving the library shall:

(a) Sign a register specially provided for the purpose by legibly entering all the columns. The signature shall ensure that the person concerned agrees to abide by the rule and regulations of the library.

(b) Deposit all personal belongings; such as bag, umbrella, file, private books(s), etc. at the property counter of the library.

(c) Shall allow the student's Identity Card at the entrance of the library to examine everything while passes in to or goes out of the library.

## **3. Membership:**

Membership of the college library for the purpose of enjoying facilities of reading & borrowing are open to:

#### **4. Members of the College Library:**

**(a)Permanent:** The permanent full time teachers/Librarian/Ass. Librarian will be allowed to borrow not more than 20(twenty) books at a time for a period of 60(sixty) days.

**(b)Full time Contractual/ Govt. Approved Part-timer:** The person who will be appointed by the college as full time contractual faculty member in various departments will enjoy library facilities till the expiry of the term of his/her appointment. He/she will be allowed to borrow not more than 10(ten) books at a time for a period of 30(thirty) days.

**(c) Guest/Honourary:** The person who will be appointed by the college as part-time /Honorary/Guest faculty member in various departments will enjoy library facilities till the expiry of the term of his/her appointment. He/she will be allowed to borrow not more than 5 (five) books at a time for a period of 30(thirty) days.

**(d) Non-teaching staff members of the college:**

The college non-teaching staffs (both 'C' & 'D' categories) in Office/library/laboratory whether Permanent / Contractual /Purely Temporary will be allowed to borrow not more than 2(two) books at a time for a period of 30(thirty) days. Provided that a person other than the above categories may be allowed to become member of the library as a special case on a request in writing from the person concerned. The decision of the Principal in this regard shall be final. If a person is allowed to become a member of the library he/she shall pay a special annual membership fee and security deposit.

**(e) Alumni, Ex-Faculty members or ex-students of this college can access library facilities except lending after getting permission from the College Principal together with the proof of their respective identity(in case of Ex-faculty it is not applicable).**

**All eligible members under (4) above shall fill up and sign a membership registration form available at College's Office.**

## 5. Rules of Lending of Books:

- (a) The privilege of borrowing books from the library is restricted to the registered members only.
- (b) Each member will have a **Identity Card cum Reader's Ticket** according to the category to which he/she belongs to.
- (c) The **Identity Card cum Reader's Ticket** is not transferable.
- (d) Student members must come to the library personally and tender his/her **Identity Card** at the circulation counter at the time of transaction.
- (e) Membership of a student shall remain valid till he/she remains on the role of the University.
- (f) The librarian may recall any book from member at any time.
- (g) Loose issues of periodicals are not for issue except for faculty members for only one day.

6. **NO OBJECTION CERTIFICATE:** It is mandatory for every library member to collect his/her library clearance certificate from the college library.

7 **RENEWAL OF BOOKS ON LOAN:** The books lent out to a member may be renewed provided the book in question is not reserved by other users. If reserve is not assigned then In case of **Reissue/Renewal of library book:** any student can reissue or renew his/her home issued from library book for maximum 3 times with one month duration each provided the home issued book has not been on demand by other members of the library.

8. **RESERVATION OF BOOK:** A member may get book(s) reserved for loan by recording in a separate register prescribed reservation page available at the Circulation Counter. If the member fails to collect the books(s) within 5 days from the date of intimation; the reservation may be forfeited and such book(s) may be issued to other members.

## **9. Check out Limits (only books):**

For home use; general course students may borrow two books at a time against the borrower's card and retain it for a fortnight. Honours students are permitted to borrow three books at a time.

## **10. Overdue Fine**

Students failing to return books within the permissible period are fined Re.1 for each day's delay and no book will further be issued to them without the Principal's permission.

## **11. Loss of Library Identity Card Cum Reader's Ticket**

The loss of **Library Identity Card** should be reported immediately in writing to the Librarian and a fine of Rs.20/- will be charged for re-issue of a ticket.

## **12. Loss or Damage of Borrowed Books**

The loss of books borrowed by a user in his/her custody, the borrower shall be liable to replace the book or bear the cost of replacement. If the replacement is not done within 15 days, the defaulter will be charged as follows:-

- (a) Present cost of the book, if the book is in print.
- (b) Three times the cost of the book, if the book is out of print.

## **13. Overdue Fine**

Students failing to return books within the permissible period are fined Re.1 for each day's delay and no book will further be issued to them without the Principal's permission.

