



VSPM Academy of Higher Education
Arvindbabu Deshmukh Mahavidyalaya, Bharsingi
Tah. Narkhed, Dist. Nagpur



RULES & REGULATIONS

MEMBERSHIP RULES:

The following are entitled to enroll themselves as Library members:

- Enrolled Students of Arvindbabu Deshmukh Mahavidyalaya, Bharsingi
- Faculty Members: Professor, Associate Professor, Assistant Professor.
- Officers & Non-teaching Staff Members.
- Contractual or Temporary Teacher.
- Visiting Faculty
- Externals can take library membership under the 'External Membership'
- Those who intend to use the Library facilities are required to enroll themselves as members by filling the prescribed form along with one recent Passport size Photograph. The form must be recommending or approved by the respective Head of the Department.

MEMBERSHIP CARD:

- The Library Card issued to the registered members is strictly non-transferable.
- The Card shall be issued in laminated form.
- The date of validity shall be indicated on the Card.

LOSS OF LIBRARY CARD:

- Members shall be responsible for the loss and misuse of Library Card.
- A member who loses his/her Card shall make a written report to the Librarian.
- Duplicate card will be issued at the cost of Rs. 100/-

BOOK HIDING & DAMAGING BOOK:

- Minimum fine of Rs. 200/- & Actual Cost of the book plus suspension of library cards for a minimum period of one month. On re-occurrence of the act, minimum fine will be Rs. 500/-.

BOOK STEALING:

- Minimum fine of Rs. 200/- & Actual Cost of the book plus suspension of library cards for a minimum period of One trimester. On re-occurrence of the act, minimum fine will be Rs. 500/- and other disciplinary action may be initiated.

LIBRARY GENERAL RULES:

- While entering the library, users should leave their personal belongings such as bags, personal books etc. at the counter reserved for this purpose. Users leaving the library should permit the library staff to examine their personal belongings, if asked.
- Arvindbabu Deshmukh Mahavidyalaya library follows an open access system, books and other material taken from the library stacks should not be re-shelved by the Users. These should be handed over to the library staff on duty.
- Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Library.
- The member would satisfy himself/herself before leaving the issue counter as to whether the book is in sound condition or not. Otherwise he/she may be responsible.
- Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offence a second time, his/her library card would be impounded and the membership terminated summarily.
- If any student found indulging in the process of book hiding, stealing, or mutilating, he / she will be fined as accordingly.
- All Library members are requested to behave with decency and decorum. Any irregularities may kindly be brought to the notice of Librarian for necessary action.
- College dress code is needed inside the library.

- The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.
- If you have any suggestion the drops your suggestion in suggestion box.

LIBRARY READING ROOM INSTRUCTION

- Maintain a quiet study atmosphere. Silence must be observed in the Library at all times. Readers should not speak, discuss loudly and do not shout as it may disturb other readers.
- Food and drinks are not allowed inside the Library.
- No bags or cases are permitted into the Library
- All library users must show their personal belongings, copies to the Library Attendant at the entrance at the time of entry and exit from the library.
- Use of mobiles inside the Library is strictly prohibited.
- No material from the Library should be taken out without proper issue. Taking the book(s) without adhering to the procedure will invite disciplinary action.
- The Library staff is not responsible for any loss or damage of personal belongings.

USE OF COMPUTERS/LAPTOPS/CELL PHONE etc. RULES:

- Use of Cell phones is not permitted inside the Library premises.
- Computer in the library premises should be used for academic purposes only.
- Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games on computers is strictly prohibited in the entire Library premises.
- Readers must carry their Library Membership card while using the Cyber Library. They must show their ID card on demand.
- Readers are not allowed to share their Internet access ID and Password with other students.
- Changing the settings and display of the computers kept in the Library is not permitted.
- Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.

- Personal keyboard, mouse, etc. are not allowed inside the Library.
- Students must take care of their Pen drives, CD/DVD ROMs, mobiles and wallets etc.