

**BLDEA'S  
Shri B M Patil Medical College  
Central Library Rules**

**Introduction & Scope**

Rules governing the administration and use of Central Library shall come in to force from 4<sup>th</sup> July 2007 and shall be called as Central Library Rules. It shall be binding on each and every member/user of the Central Library. All the previously existing library rules and practices shall be superseded by these rules.

These rules were framed, modified & adopted by the Library Committee meeting held on 4<sup>th</sup> July 2007. Further amendments and modifications if any shall be made as and when required by the Library Committee and be incorporated in these rules from time to time.

**LIBRARY TIMINGS**

8.00 AM TO 10 PM including General Holidays and Sunday

**Members of the Central Library**

The following are the categories of the members of the Central Library:

- a) Teaching Faculty of each departments of the Shri B M Patil Medical College
- b) Tutors of each Department of the Shri B M Patil Medical College
- c) Retried Teachers Shri B M Patil Medical College
- d) Post Graduate & Under Graduate Students of the Shri B M Patil Medical College
- e) Ex Students of the Shri B M Patil Medical College

**A. Eligibility for Membership**

1. The following persons are entitled to become members of the library and make use of its facilities and services, on a request made in prescribed form & on payment of specified fees/deposit detailed as under:

**I. Memberships with Library Deposit**

- a) All the teaching faculty can become a member of the Library on payment of Library deposit of Rs.500/-(Refundable) to Library Teacher Fund (Account No. 170110009465) at Ing Vysa Bank, BLDEA's Medical College Branch, Bijapur

**II. Membership with Annual Fees**

- a) All students (PG/UG) enrolled in the College shall become members of the library on producing the receipt of library fees.
- b) Post Graduate & under Graduate Students coming for reference work from other College/Institutions have to pay Rs.200/- for a period of less than

one month. The subsequent weeks have to pay Rs. 50/-. No library material/books will be issued to them out of the library. Any such user who would like to use the library for more than one month has to take his/her annual membership by paying the annual Library Fees of Rs. 1000/- per year.

### III. Membership with Library Deposit and Fees.

- a) Tutors of the different Department of the college on the recommendation letter from the HOD of the Department and on payment of Library deposit of Rs.1500/-(Refundable) and fees of Rs. 500/- per annum.
- b) Ex students of the college can become a member on the recommendation of the Principal and Library Deposit of Rs. 3000/- (Refundable) and fees of Rs.750 per annum/250 per month

### IV. Membership without Library Deposit and Fees.

- a) The retired teachers of the College are allowed to use the Library for reference free of cost. Hence they are requested to obtain an Identity Card for membership from the library
2. All the above categories of users may fill in the prescribed application and take the photographs from Medical Illustration Department along with necessary receipt/s of the Library fees/Deposits.
  3. The faculty members may enroll themselves as library member on production of a copy of the appointment orders & deposit receipts.
  4. The Tutors of the college shall become the member of the Library by production of appointment letter with the payment of Library Deposit of Rs. 1500/- (Refundable) However the Department should give an undertaking that, they will demand NDC before relieving such tutors, otherwise the department will be responsible for the borrowing of such users.
  5. Membership may be cancelled at any time by the Chairman of the Library Committee on the recommendation of the Member Secretary on valid grounds.

### B. Borrowing Facilities

The following is the categories of borrowing facility for different user group subject to the fulfillment of conditions noted below.

User Category	Library Deposit	Library Fees	Borrowing Entitlements	Period of Loan
Members of the Teaching Faculty	500	Nil	2	One Month
Tutors (Recommendation of HOD's & No due certificate before relieving)	1500	Nil	Only Reference	

U.G. Students	Nil		2	7 Days
PG Students	Nil	1000	2	15 Days
Ex. Students of College	3000	250 per Month 750 per Annum	Only Reference	
Visiting PG/UG students from other Colleges/Institution	3000	250 per Month 1000 per Annum	Only Reference	
Retired teachers of the College	Nil	Nil	Only Reference	

### C. Rules Related to Borrowing of Books

- a) Books and other documents borrowed from the library should be returned within the prescribed due date, failing which a fine of Rs.5/- per day for first seven days & Rs. 10/- per day for the subsequent days for the overdue books shall be levied from every user including P G students
- b) Every member of the teaching faculty must get his/her books renewed once in a year on or before the last working day of the academic year. The defaulters will not be allowed to borrow the books till they return the earlier borrowings.
- c) Books from the special collection, Reference Books/journals, Theses and dissertation, text books & Non-Book materials (e.g. CD-ROM. Tapes etc.) are not to be issued outside the premises of the Library. However the textbooks can be issued overnight and late fee will be charged @ Rs. 10/- per book per day.
- d) All students shall return books borrowed from the Library before commencement of the examination and obtain No Due Certificates from the Library. The Name of the defaulters shall be reported to the Principal to withhold the halt ticket for appearing for the examination and also the marks cards.
- e) Refund of the library deposit wherever applicable should be claimed by the member within one year from the date of completion of his/her membership.
- f) The Teachers of the College who are transferred to other Department should return the books borrowed from the Library and get No Due Certificate before they are relieved.
- g) The Teaching Faculty of the College who retire (Voluntarily or otherwise) shall have to return all their borrowings & procure "No Dues Certificate" from the Library in order to enable the College authorities to settle their retirement benefits.
- h) Books & other reading materials borrowed by any user may be recalled by the Librarian any time & should be returned within 24 hrs. or within the period specified in such communication.

- i) In case of identity card being lost, duplicate card shall be issued only on the payment of Rs. 100-00 per card along with justification letter for the loss.
- j) Every reader borrowing library books/other documents shall be responsible for the safe custody and return of the same in undamaged manner. He/She should verify and bring to the notice of the concerned library staff if the book is damaged/ mutilated before getting it issued. In the event of its being mutilated/lost, the borrower has to replace the same with new book or pay FOUR TIMES of the cost of the book. The cost of the book shall be calculated at the current price and exchange rates, in case of foreign books/document.

#### D. Rules relating to Loss of Book

Every reader who loses the book must report to the Central Library immediately and he will be given one month time for finding and return of the book. In case he fails to return the book after one month from the date of reporting, he will be charged a fine of Rs 5/- per day per book till he replaces with the new book of the same title and other details. In case he/she can't replace the book then he/she will have to pay FOUR TIMES the cost of the book subject to the minimum of Rs.500/-, if the cost of the book is less than Rs.125/-. However the current conversion rate will be counted for foreign books.

#### E. Rules for using Library facilities/services

##### **a) Internet/e-journal Browsing facility at Digital Library**

All the users of the library who are desirous of using Internet and E-journal Browsing facility with in the library premises shall have to pay Rs.500/- annually.

##### **b) Reprographic/ Document Delivery Services**

Xerox facilities/service shall be extended to the members of the Central Library and the charges fixed by the College from time to time.

Library will make necessary arrangement to enroll membership to different Document Delivery Services like HELINET etc., through which reprint/document delivery services shall be extended to library members on their specific request. However, charges/cost if any, involved for such services shall be met by the concerned member.

##### **c) Inter Library Loan Services**

Inter Library loan facility shall be provided to library members on their request. However, the postal and such other cost involved for such service be met by the concerned borrower.

Library shall also provide specialized services such as Current Awareness Service, Bibliographic Service, database search service, etc. on payment of charges fixed by the College from time to time.

#### F. Rules for Withdrawal of Books

Withdrawal of unserviceable/out dated books once in three years the library in consultation with the departments should withdraw the unserviceable/outdated books to maintain the latest collections of the Library. The process of withdrawal shall be as follows

- a) The Department shall decide on the books which are to be sent to the Compact Shelving Section
- b) Those Books that are sent to the Compact Shelving Section, will also be made available in the online catalogue of the Library. Hence if any books are called back by the users for the fairly regular use, then they will be added back to the collection
- c) If the books in the Compact Shelving Section are not used continuously for three years, they will be removed from the collection with the approval of the Library Committee.

#### G. General Rules

- a) Every reader/user entering the library should deposit their belonging at the property counter.
- b) Every reader/user shall present his/her Identity Card issued by the Principal while entering the Library or on demand by the Library Staff.
- c) Every reader/user should enter his/her name & other details in the entry register maintained at the counter.
- d) Reading room facility for short referencing shall be extended normally to all the visitors with the permission of the Principal/ Librarian.
- e) Loud talking, eating, conversations, smoking etc, are strictly prohibited in the Library.
- f) Use of Mobiles within the Library premises is strictly prohibited and penalty of Rs.100/- will be charged if mobile is carried inside the library without switching off.