

BIRLA VISHVAKARMA MAHAVIDYALAYA VALLABH VIDYANAGAR LIBRARY

GENERAL GUIDELINES TO UTILIZE RESOURCES

1. While entering the library except laptops, the Readers are not allowed to carry their personal belongings (bags, brief-cases, parcels etc.) and eatable items (biscuits, cookies, fruits, chocolates, cold drinks, tea/coffee, etc.). Their belongings should be kept at the entrance gate of library, near the circulation counter.
2. Always carry your library Identity Card / Bar Coded Smart Card, when you visit the library, failing so will for bid your entry to library.
3. Use of cell phone and smoking inside the library is strictly prohibited.
4. Books or other materials taken from the stacks should not be re-shelved by the readers. Please leave it on the tables to avoid misfiling.
5. Readers should not deface, mark, cut, mutilate or damage library material in any way. If anyone is found doing so, he/she will be charged with the full replacement cost of damaged material and may lead to suspension of library account and be barred from entering the library.
6. Readers should maintain peace in the library and should not disturb other users in any way. Loud discussions are not allowed.
7. Library's computing facilities and database access is meant, only for BVM faculty members, students, staff only.
8. Readers are requested to handle the Library property carefully to avoid damage.
9. Readers leaving the library should allow the library/security staff to examine them personally and their belongings.