

VARIOUS PROCEDURE OF OUR LIBRARY

➤ MEMBERSHIP PROCEDURE

- **FACULTY MEMBER:** Appointed as faculty, in BVM College, submit a copy of appointment letter with recent passport size photograph for getting the SMART CARD.
- **STUDENT:** As student, produce your tuition fee receipt of BVM college, immediately, you can get the library tickets and Identity card. After getting enrolment number, the smart card will also be issued.

➤ PROCEDURE FOR BORROWING BOOK/S OR PERIODICALS

- Select the desired book/s from Display Terminal OR from WEB OPAC, the Terminal is located near the Circulation Desk.
- Choose the book/s, PERSONALLY from the stack, (TOTALLY OPEN ACCESS SYSTEM)
 - **FACULTY MEMBER:**
 - Put your Smart Card on the RFID Machine with selected Book/s. You will get the slip of the borrowed book/s list.
 - **STUDENT:**
 - Before getting the SMART Card, sign in the book card, which is available at the back side of the book. Submit your library tickets and Identity Card.
 - After getting SMART CARD, Put your Smart Card on the RFID Machine with selected Book/s. You will get the slip of the borrowed book/s list.
- Before leaving the counter, the member shall satisfy himself/herself as to whether the book lend to him/her, is in sound condition and if it is not, he/she shall immediately bring matter to the library staff, otherwise he/she is liable to be held responsible for the replacement of the book, by a sound copy or pay such compensation as may fixed by the Principal Sir.

➤ PROCEDURE FOR NO DUE CERTIFICATE

- As a Faculty, submit your application through our Principal Sir, Along with SMART CARD.
- As a Student, produce your transcript along with library tickets OR SMART CARD.

➤ PROCEDURE FOR REFUND OF CAUTION MONEY DEPOSITE

- Produce your Transcript, at the Library, along with the Original Receipt of
 - CMD (Caution Money Deposit)
 - Book-Bank Money Deposit.