

**KIT'S INSTITUTE OF MANAGEMENT, EDUCATION &
RESEARCH,
GOKUL-SHIRGAON, KOLHAPUR**

Library Rules

Library Rules for Students:

- **Books will be issued to those students whose names are in the list received from office.**
- **A student is eligible to borrow four books for a period of maximum Seven days, for that he/she should produce his/her Institute Identity Card.**
- **Identity card is not transferable. The Library Material will be issued only to the person having valid Identity Card.**
- **Library facility will be withdrawn from students misusing the cards.**
- **Before making use of Library, student should enter his/her name & sign in the visitors Register/Book.**
- **No student should bring his/her personal books/files/Note–Book/laptop/carry bag etc. in the Stack-Room, Digital Library Section and Reference & Periodical Section of Library. Student should keep their belongings outside of library on their own responsibility.**
- **Student should maintain complete discipline in the library. Use of Mobile Phone, sound equipments like radio etc., Eating Pan, Chewing Tobacco Products, Resting is strictly prohibited.**
- **A fine of Rs. 1/- per day will be charged for late submission of books up to seven days and from next week Rs. 5/- per day will be charged.**
- **‘Book-Bank Scheme’ for MBA Students is available, for more information, please contact the library staff.**
- **All books in Book-Bank set will be returned on or before last Theory Paper of University examination of every semester, if failed, late charges of Rs. 5/- per day would be charged.**
- **A Student would be held responsible for wear & tear of pages or any kind of damages of the issued books. In case, book will have to be replaced. Student should check the book at the counter before leaving the library counter.**
- **If the book is not in demand then only the same will be issued to the student for further 7 days, for that student have to produce the book physically in the library. A book can be renewed maximum three times only.**

- **In case of loss of books students may replace the new latest edition of the same book. Otherwise double the cost of the latest edition will be recovered.**
- **Students with overdue material and overdue fines will not be allowed to use the library services.**
- **Students are allowed to enter in the Library by taking prior permission of library staff.**
- **Reference Book, Periodical, Project Report & News paper etc. will not be issued out of the library.**
- **Student should use demand slip to reserve the book, which is already issued.**
- **Library reserves the right to call back any issued book / item at any time.**
- **Students are not allowed to reshelv books after removing them from the shelf. Leave the books on the Table or on the Trolley near the door.**
- **No Library equipment, furniture may be moved, modified without permission from the Librarian.**
- **No Dues Certificate, Library Deposit will be issued / refunded to student, unless they clear the library dues.**
- **For any Library charges student must ask for a receipt.**
- **Any Library material found by the student anywhere on the campus should be handed over to the librarian.**
- **Students are informed to read Notices displayed on ‘Library Notice Board’.**
- **Institutional Identity Card will be issued to the student from Office on the prescribed date.**
- **In case of loss of Institutional Identity Card, the concerned student should report immediately to the Office & apply for the duplicate card.**
- **For any Difficulties/Grievances, student should only approach the Librarian.**
- **Library Timings will be displayed on the Counter Notice-Board.**

Note: Violation of these Rules will call for punitive action against the erring student.