

**Bharatiya Vidya Bhavan
Munshi Saraswati Mandir Granthagar
Library Rules and Regulations**

1. Use of books and library material

- The borrower will be responsible for the safe custody and return of books on loan from the library. Any book lost or returned with pages torn or missing or otherwise damaged shall be charged to the member in whose name it stands.
- Membership will be terminated if any member is found disfiguring or tearing pages from the books/magazines or found in possession of torn pages.

2. Late Charges

- A fee of Rs. 1/- per day will be levied on all books and magazines retained beyond the prescribed period.

3. Library Visit

- Every member on entering the library needs to enter his/her membership number, type of membership, time of entry and sign in the Entry Register kept at the entrance/counter.
- Library ID card should be carried on every visit to the library and should be produced at the counter while issuing or returning books or whenever asked for by library authorities.

4. Belongings

- Library shall not be responsible for loss of any article or belongings of people visiting the library.

5. Discipline and Use of Premises

- Mobile use, eating and sleeping are not allowed within the library premises.
- Decorum and discipline must be maintained in the Library / Geeta Mandir / Bhavan's premises.
- If caught talking loudly, eating, littering or loitering, fine of Rs.50/- will be charged for the first time and thereafter Rs.100/- and/or termination of membership.

6. Documents Required

- The following documents will be required at the time of starting membership. The library reserves the right to reject the membership application if any of the following documents produced are found to be incomplete or improper in any way.
 - Duly filled Application Form
 - 2 passport size photographs
 - Photo ID, Residence Proof, Age Proof
 - Student/Affiliation ID (for Entry Pass and Guest Memberships)
- If any discrepancy is found at the time of membership or during the membership period, membership will be terminated and no refund of fees/deposit shall be given.
- Postdated cheques are not be accepted for payment of subscription fees/deposit.

7. Eligibility

- All membership options are available only for persons / students above 18 years of age.
- Children's Library eligibility is from 6 – 15 years of age.

8. Photocopying / Printing Charges

- Any incidental photocopying / printing charges will be in addition to the deposit / fees paid.

9. Membership Transfer and Options

- Except for Patron (25 years), no other Membership is transferable to any other person under any circumstances.

10. Discontinuation / Expiry of Membership

- Library Book Sockets, Magazine Cards, Deposit Receipt will need to be submitted to the library.

In case of disobedience or violation of any of the rules, the membership shall be immediately terminated and no refund of fees/deposit shall be made. In all matters concerning the administration of the library, the decision of the concerned library authority shall be final.