

॥ शीलं परं भूषणम् ॥

Shree Acharyaratna Deshbhushan Shikhan Prasarak Mandal, Kolhapur

(A Jain Minority Institution)

NAAC 'A' Grade

Mahavir Mahavidyalaya, Kolhapur (Autonomous) **Knowledge Resource Centre (Library)**

(B.A., B.Com., B.Sc., B.Voc., B.A.B.Ed. M.A. Eng. & Psy., M.Sc. Micro. & Chem.)

E-mail - library.mahavircollegekop@gmail.com

7/E,Vaishali Parisar, Near New Palace, Kolhapur - 416003 (Maharashtra) Phone No. (0231) 2655558

NAAC Accreditation A Grade

❖ Library Rules & Regulations

The following rules are framed to ensure smooth and fair usage of library resources for all members:

☐ **Library Timings**

- The Library remains open from 9:00 a.m. to 5:00 p.m., Monday to Saturday.
- It is closed on Sundays and notified public holidays.
- Book issuing and return: 09:00 a.m. to 05:00 p.m.

☐ **Membership & Access**

- Library membership is available to all regular college students upon showing the admission slip.
- Non-members may access resources within the library with prior permission from the Principal.
- Students must present a valid Identity Card for entry and sign the Visit Register.

☐ **Use of Library Resources**

- The library follows an open-access system. Students may freely browse books in the stack area.
- Personal belongings like bags, folders, and files must be left outside before entering.
- No library material may be taken outside without proper issue procedures.
- Each student may borrow:
 - 2 Books for Home Reading
 - 2 Books for Current Reference (against ID card)
- Certain materials such as Question Paper Sets, Syllabi, Reference Books, Newspapers, Journals, Projects, and Lesson Plans are to be used within the library only.

☐ **Lending Rules**

- Books are lent for a maximum period of 15 days.
- Borrowers must return books on or before the due date mentioned on the issue label.
- Late Return Penalty:
 - Rs. 2/- for the first 2 days
 - Rs. 5/- for the next 5 days
 - Rs. 10/- per day thereafter

- If a due date falls on a holiday, the book must be returned the next working day without fine.
- Lost books must be replaced with the latest edition or the cost must be paid, along with any overdue charges.

☐ **Conduct & Discipline**

- Silence must be maintained at all times.
- Use of mobile phones is strictly prohibited.
- Personal books (except for return) are not allowed inside.
- Do not re-shelve books after use; leave them on the reading tables.
- Damaging or defacing books is strictly prohibited. Damaged materials must be replaced.
- Library privileges may be suspended for any rule violation or misuse of resources.

☐ **Clearance & No Dues**

- Final year students must return all books and library cards to obtain a No Dues Certificate.
- Mark sheets, Leaving Certificates, or NOC will be issued only after all dues are cleared.

☐ **Additional Facilities**

- Xerox facility is currently limited. In emergency cases, students may avail copies at Rs. 1/- per page.
- Laptops may be used inside the library for academic/reference purposes.

☐ **Donations**

- Donations of books, journals, and manuscripts are welcomed if found useful for students.