



**VIDYA PRATISHTHAN'S  
SCHOOL OF ARCHITECTURE, BARAMATI**

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## Library Rules for Students and Faculty

1. Students College Identity Card is essential for transaction of the Library and entry should be done in the library register.
2. One text Book will be issued to each student & return of Book after one week
3. **Reference Book, thesis books, dissertation & journals will** be issued for reading only reference hall in Library.
4. Users & readers should follow the Library Time table.
5. Returning of a text book after due date, a fine of **Rs.5 Per day** charged on book for first week, & after a week daily charged as given below.

### **Fine Charges**

Up to 1 <sup>st</sup> Week	<b>Rs/- 5</b>	Perday
Up to 2 <sup>nd</sup> Week	<b>Rs/- 10</b>	Perday
Up to 3 <sup>rd</sup> Week	<b>Rs/- 15</b>	Perday

After 3<sup>rd</sup> week if the book is not returned, case will be reported to the principal.

6. Issued library Books must be maintained properly. Avoid to writing underline highlight on any books and tearing of pages, in such cases disciplinary action will be taken against that student.





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7. Question Papers or syllabus will be the issued to the students only for ½ hrs.
8. Faculty member of VPSOA will be issued three text Books and they should be return or reissuing of Books after 15 days of the date issue.
9. Faculty member of VPSOA will be issued for home reading only two reference books & one Journals, magazine on Friday only, which need to be submitted to immediate working Monday.
10. If the issued books to the faculty goes missing in such cases faculty has to purchase the same title book, otherwise has to pay penalty of 1.5 times of book price.
11. Every visiting faculty of VPSOA will be issued one text book for 15 days and the book should be returned or reissued after 15 days.
12. VPSOA Library staff will not be responsible for readers, personal books or any valuable items. i.e. Bag, Mobiles, & Laptops etc.
13. Loss of Book/Library should be reported immediately in writing to the Librarian.

**Librarian**  
Vidya Pratishthan's  
SCHOOL OF ARCHITECTURE , BARAMATI  
Vidyanagari , Baramati , Dist. Pune- 413133 (M.S.)



**I/C PRINCIPAL**  
Vidya Pratishthan's  
SCHOOL OF ARCHITECTURE, BARAMATI  
Vidyanagari, Baramati Dist. Pune 413133