

LIBRARY RULES

Timings:

- Library working hours : 09.00 a.m. to 5.40 p.m.
- Issue of books : 10.00 a.m. to 5.00 p.m.
- During Examination Period : 09.00 a.m. to 7.00 p.m.
- The library will be remain closed on Sundays and university holidays.
- Changes, if any, in the above timing will be notified for the convenience of the readers from time to time.

Eligibility for membership of the library:

- M.S.W. student has to pay a deposit of Rs. 600/- &
- M. Phil., Ph.D. student has to pay a non refundable of Rs.1500/-& Rs. 500 respectively per year to make use of library.
- Library deposit of Rs.600/- will be returned only when the student completes or discontinues his/her studies at the Karve Institute on submission of a deposit receipt and fulfillment of regular office procedure. He /she cease to be a member when the deposit is withdrawn.
- Library deposit, if not withdrawn within a period of one year from the date he/she leaves the institute, will be forfeited and no claim for the amount will further be entertained.

Membership

A)Permanent membership

- Regular Students /faculty members/ administrative staff of the institute
- B. D. Karve Research Cell staff members/ Project Staff.

B) Temporary membership

- Visitors

Temporary membership:

- Visitors' membership facility is open to past students, research scholars and any sincere visitors on the basis of casual fee Rs.20/- per day, with the written permission from the Director.
- Temporary membership and library deposit for Ph.D. (Unregistered) Research Scholars would be Rs.200/-per month and Rs.1000/- as refundable deposit respectively. Scholar is allowed to borrow one book at a time for home issue.

Visiting faculty Members:

- Visiting faculty will be issued books only on recommendation of the concern subject teachers, and can borrow the books on the Library Cards of subject teachers.

- Visiting faculty can refer the books in the reading hall.

B.D. Karve Research Cell Staff membership:

- B.D. Karve Research cell staffs will be issued books only on Directors borrower card.
- In any case Books will not be issued to the research cell/ project staff without written permission of the Director of the R & C Cell.
- Project staff appointed on contractual basis should take no dues / clearance certificate from Library, before leaving the job.

Identity card:

- **MSW- I, M. Phil & Ph.D.** : Students are requested to fill the prescribed I -Card form, available in the library and attached two **Passport-Size photographs** and library deposit receipt along with the form . I card will be issued after three days from the date of submitting their forms in the library.
- **MSW- II:** Students are requested to renew their I-card and library cards from library by submitting their, second years fee receipt.

Discipline in the Library:

- Students must carry the Identity Card while entering the library.
- While entering the library, every member is required to sign in the register kept at the counter.
- Borrower should not write anything on the books or spoil the books in any manner of damage.
- Spitting, smoking and sleeping are strictly prohibited in the library premises.
- Library Card and Identity Card is not transferable.
- Borrowers will take all responsibility of books loaned to them before leaving the loan counter.
- Leave all personal belongings at the property counter before entering the library.
- Complete care will be taken of your belongings but readers are requested not to bring valuable things to the library.
- Books removed from the shelves should be shelved in correct place. In case, if you cannot find the correct place to shelve the book, keep the book on the nearest table or handover it to library staff.

Conditions of Loan:

- Students (M.S.W., M. Phil, Ph.D.) will be issued two books on the borrow card for
 - a) Maximum seven days period.
 - b) Over-night books will be issued after 3.30 p.m. and return back before next day 1.30 a.m.
- Faculty members will be issued two books on the borrow card for maximum fifteen days
- Faculty members will return the borrowed books/journals before going on deputation, extraordinary / special or any other leave exceeding one month.

- Borrowers will return all the books drawn by them from the library, when called for physical stock verification.
- Borrowers will be issued the reference books, periodicals, syllabus, question papers, project reports, Ph.D. Thesis, on I-Card for make use of these books within the library premises only and not for home lending.
- Projects report, Ph.D. Thesis, Non-book materials (CD, DVD, Video cassette) are issued to the students only on faculty recommendation.
- Borrowers must satisfy themselves about the physical condition of the books before borrowing, otherwise they will be held responsible for any damage or mutilation noticed at the time of returning.
- Borrower's cards should be submitted to the library at the end of the membership term.
- Readers should come personally to the library for receiving the books issued. No books shall be issued to any other person on their reader's card.
- Borrower's cards are not transferable.

Renewal of books:

Books may be renewed to the same borrower, for a further period, provided:

The books are physically produced at the issue counter.

- No other borrower has demanded those books in the meantime.
- Renewal of the book will be allowed only once.
- During the renew period the books are liable to be recalled if the same are demanded by any other user.
- The borrower will return the books so called for by the library within two days of notice having been received by him.
- Borrowers will return all the books drawn by them from the library, when called for physical stock verification.

Reservation of books:

- Reserved books received in the library shall be issued to only those readers who have already made the reservation for these books.
- A book already issued and not available to a borrower may be reserved immediately by filling up a reservation slip.
- Reservation is valid for only two days from the date of return.

Fine / late fee:

- Borrowers are responsible to return their books on or before the due date. The overdue fine charged Rs.2/- per book per day is calculated with the effect from the day including working days and holidays.

Loss of books:

- In case the book is lost, the borrower should at once inform the circulation counter in writing to enable the circulation counter to initiate action to recover the cost and overdue charges.

- The borrower shall have to replace the same or pay five times of the cost of book.
- If the cost of the lost book is less than Rs.100/-, then the borrower has to pay minimum Rs. 500/-.
- No photocopy will be accepted as replacement of the book.
- For the smooth functioning of the library the Director/Librarian hold the power to suspend the use of the library to a reader or deny the use of the library to a reader, found neglecting to comply with any of these rules or not cooperating with the library staff.

Loss of Identity card / borrower card:

- In case loss of Identity card or borrower card report immediately at the circulation counter.
- Duplicate Identity card or borrower card will be issued in writing application to the librarian by charging Rs.50/- and Rs.5/- respectively.
- If the lost card be subsequently found it must be returned to the circulation counter without delay.

Facilities Available:

A) Reprography:

- Photocopy facility will available on the charge of per page Rs.1/-
- Reference books, rare materials, Ph.D. Thesis, Project Reports will not be allowed for photocopy.

B) Print:

- Print facility is available on the charge of per page Rs.1/-
- Maximum 10 pages will be allowed for printing, at a time.
- Project Reports and personal materials will not be allowed for print.

C) Internet:

- Students will be allowed to use the Internet facility for maximum ½ an hour, per day.

D) Scanning:

- Scanning facility will be available on the charge of per page Rs.2/-

E) Inter library loan:

Any material not available in the library can be acquired from following library for the reader through the interlibrary loan system. For material required the reader may request the librarian in writing.

- a) **Membership :** British library, Jaykar library, Pune University, Marathwada College.

If the students & faculty members wish to visit the above library, they can take the membership slip from the librarian and borrow the books from the above libraries.

b) Membership:

If the students & faculty members wish to visit the above library, they will be taken the membership slip from the librarian and only referring the books from the above library.

F) Book bank scheme:

- This scheme is available to those students having good marks and belongs to backward class under poverty line.
- Library can provide two additional books to the students those are under the scheme.

G) Bibliographies:

The library has compiled bibliographies representing core in the field of social work. It also brings out ad-hoc bibliographies on different subjects from time to time to assist teachers and students in becoming familiar with library resources.

H) Best reader award:

- Kum. Sanjeevani Godbole Prize: Awarded to a student making the best use of library.

All the library users are hereby requested to comply with the rules and regulation of library and extend co-operation to library staff for ensuring the good governance and administration of library.

If you need any assistance kindly contact the library staff or librarian.