

**BHARATI VIDYAPEETH(Deemed to be University) Pune, India**  
**DENTAL COLLEGE AND HOSPITAL, PUNE**  
**LIBRARY AND INFORMATION CENTRE**

**General Rules**


- College Identity card is a must.
- All users should enter their name and sign in the Library reading hall register on arrival and departure.
- Laboratory work and group discussion are not allowed.
- Damage to the library property is punishable.
- Mobiles and other electronic devices are strictly banned.
- Outsiders are not permitted.
- Eating & drinking is strictly prohibited.
- Under no circumstances any indiscipline, noise or other disturbances will be allowed.
- Strict disciplinary action will be taken on violation of these rules.

**Rules for Home Issue**

- First year BDS and MDS students should submit five copies of photographs within 15 days from date of commencement of academic session.
- Identity card and borrower ticket should be renewed every year within 15 days from date of declaration of exam result or commencement of academic session.
- **For transfer Internship student Rs. 500/- membership charges.**
- Books will not be issued on other's card.
- Books are an important learning resource & should be handled with utmost care. Borrowers should not write anything or underline in the book & should not fold or tear pages.
- **ELIGIBILITY FOR BOOK ISSUE :**

BORROWER	NO.OF BOOKS	DURATION
BDS I and II Yr.Students	ONE	ONE WEEK
BDS III and IV Yr.Students	TWO	ONE WEEK
MDS Students	THREE	TWO WEEK
Dental Surgeon/ Internship	ONE	TWO WEEK
Teaching Staff	TWO	TWO WEEK

- Only one book can be borrowed on one borrower ticket for home issue or reference in the library reading room. Books borrowed for reference will not be taken from outside the library.
- **If books are not returned within the prescribed time limit, a Fine of Re. 1/- Per day per book will be charged up to one month from the date of book issue, after that Rs.10/- Per day will be charged as a late fee.**
- If the book/ books is damaged by the Borrower the Binding charges will be charged Rs.150/- Per book.
- In case of loss of a book by a borrower he/she is required to replace the same with a new copy within one month or a penalty of one & half times the book cost will be recovered. Borrower cards shall be with held till penalty is paid or book replaced.
- Reference books, Journals & periodicals are not for home issue.
- The library membership will be cancelled if a borrower does not abide by the rules of the library.
- In case of loss of I card or borrower ticket the student should pay Rs.200/- each for Duplicate card after receiving the application through Principal.
- If I card & borrower ticket should not be renewed within 15days after declaration of result or commencement of academic session Rs.200/- will be charged as a late fee.
- Open access for Staff and P. G. Students only.
- For open access I card is must
- Belongings are not allowed in stacking section (eg. Laptop, Bag, Purse, files, personal Books etc.)
- Photocopies of Journals will available next day of the advance payment receipt.
- Photocopies of library Books is not allowed.
- Student should submit their books in time which were issued for reference or for reading in Library.

  
PRINCIPAL  
Bharati Vidyapeeth  
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