LIBRARY RULES

- All students of the school are members of the library.
- Strict order and silence should be maintained in the library. Library is yours and is for your benefit.
- The students of Std IV, V, VI & VII can borrow one book i.e. fiction/non-fiction book.
- The student of Std VIII onwards can borrow two books at a time. It can be one fiction and one reference book. It depends on reader’s interest.
- Books will be issued to the students during the library period. No book will be issued or returned during the teaching hours.
- The library shall be open to the students on all working days. Library will remain closed during lunch break.
- Reference books and current periodicals will not be issued to any student. These can be read only in library.
- If the books are not returned within a specified time it will be viewed seriously and fine will be charged as per rules.
- The librarian may call for a book at any time, even if the normal period of loan has not expired.
- Not more than two periodicals/magazines will be issued at a time.
- A non-member of school can use the library materials in the library premises with the permission of the school authority.
- Student cannot issue novels and story books in the month of March but they can issue academic books for their exams.
- In case a book is misplaced, wrongly handled or lost the person concerned will have to replace the book or pay the full price of the book + 15% of price of the book.
- If any student is found in indulging in book hiding, damaging, etc. he/she will be fined as per following rules.
  - **Hiding** :- Minimum fine of Rs. 100.00 plus suspension of library membership for a period of one month.
  - **Book Damaging** :- Minimum fine of Rs. 100.00 plus replacement of book and suspension of library membership for a period of one month.
  - **Book Stealing** :- Minimum fine Rs. 100.00 plus recovery of book and suspension of library membership for a period of 2 months.
- A 'No Dues Certificate' by each student is to be obtained from the librarian while withdrawing any student from the school.
- The students of STD X and XII can issue books for their board exam. But they would not receive any documents like mark sheet and T.C. without clearance from the librarian.

Facilities Available:

- Internet browsing facility has been provided in the library for academic projects.
- The list of new arrivals will be displayed on the notice board as well as on school website (www.bvmskn.org) and the books will be kept on display shelf for a week.
- Additional time for Reading after school from 03:20 pm to 04:00 pm. is introduced.

-Sd-
(Smt. Alka Kumbhalkar) (Smt. P. Nirupama Iyer) (Smt. A. Shastri)
Librarian Vice Principal Sr. Principal