

BNCA Library Rules for Students

- B Arch and CAID students will be issued 2 books and M. Arch. students will be issued 5 books at one time.
- Books will be issued for a period of 7 calendar days and reissued for further 7 days only, if there is no demand against the book.
- All books must be returned on or before the last date stamped on the issue slip of the concerned books, if not an overdue charge of Rs 5/- per book per day for first 10 days and later on Rs. 10/- per day will be charged.
- Students have to enter required details in the fine register and sign it while paying overdue charges.
- Books returned after due date will not be reissued.
- Library material such as CD's, Project reports, Magazines are only kept for reference purposes and will only be allowed to be referred against RFID card.
- Additional books for any special reason may be issued against written permission of the Principal or Librarian.
- Before issue of a book, the member is expected to check the condition of the book. If any pages are torn or missing, bring it to the notice of the librarian immediately. Failing which concerned students will be held responsible for the same.
- Student should return all books and library material borrowed from the library within 3 days from the end of the May session of university examination; for stock checking and physical verification.
- All the passing out students are expected to take clearance certificate from the library for refund of deposit.
- Students are solely responsible for issued books and in case if they forget to return book to the library, they will be responsible for the status of that book.

BNCA Library Rules for Faculty

- Maximum 5 books for core and core contract faculty and 3 books for visiting faculty will be issued to each member at one time.
- Books will be issued for a period of 15 calendar days and reissued for further 15 days only, if there is no demand against the book.
- Books returned after due date will not be reissued.
- Additional books for any special reason may be issued against written permission of the Principal or Librarian.
- Before issue of a book, the member is expected to check the condition of the book. If any pages are torn or missing, inform the librarian immediately. Failing which concerned faculty will be held responsible for the same.
- Faculty should return all books and library material borrowed from the library within 3 days from the end of the term, for purpose of stock checking and physical verification.
- Clearance certificate should be obtained from the library by faculty at the end of the term and all books to be returned by the last week of the term. Due payment shall be cleared only after Clearance certificate from the librarian.

Type of Membership	Maximum books for issue	Period
Core Faculty	5	15
Core Contract Faculty	5	15
Visiting Faculty	3	15
Administrative Staff	3	15

BNCA Library Rules for Guests

- Guest membership is open to other college students, ex students and professionals.
- Guest members will have to show proof of identity and recommendation from parent institute to use the library facilities.
- Personal details should be filled in the visitors register at the library entrance.
- Guest members will be allowed to use library material only for reference.
- Guest members are allowed to photocopy maximum 10 pages.