

POLICY FOR ISSUE OF BOOKS

Faculty/Visiting Faculty/ Administrative Staff

On appointment as full time faculty or administrative staff, he/she automatically becomes a member of the library. Visiting faculty will be issued Identity Card on application in the prescribed form and on receipt of copy of their appointment letter. The card will remain in force till the period of his/her teaching.

Membership Category	From Parent Library		From NMIMS Central Library	
	Entitlement	Loan Period	Entitlement	Loan Period
Full time faculty	15 books	3 months	5 books	1 month
Visiting faculty	1 book	15 days	--	--
Administrative staff	1 book	15 days	1	15 days

Reference books, journals, magazines & a-v material are strictly to be used/viewed in library only.

Back issue of journals can be issued to full time faculty for overnight.

Students

Student members of NMIMS will be issued Identity Cards and Reference Ticket. Such cards will remain in force for the duration of the study year and shall not be transferable. To become a student member

- Apply in prescribed form.
- Show original fee receipt
- Submit 3 stamp size photographs.

Membership Category	From Parent Library		From NMIMS Central Library	
	Entitlement	Loan Period	Entitlement	Loan Period
Bachelors Degree	2	10 days	1	10 days
Masters Degree	2	10 days	1	10 days
Diploma Courses	1	10 days	--	--
Distance Learning/ ISTD	1	15 days	--	--
Ph. D.	5	1 month	--	--
Weekend Courses	2	15 days	--	--

Amol
 REGISTRAR
 SVKM's NMIMS
 V L Mehta Road,
 Vile Parle (West),
 Mumbai-400 056



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Periodicals, Cassettes and CDs, VCDs, Question papers, reference books are issued against reference card for 3 hours time. Audio/ Video material is strictly to be viewed in the Institute itself.

Alumni

Alumni membership is applicable only to students with minimum one-year duration course.

To become a member

- Apply in prescribed form
- Show proof for having been a student of NMIMS
- Pay requisite membership fee

Membership	Entitlement	Loan Period	Refundable Deposit	Fees
Annual	1 book	15 days	--	Rs.2000/-
Life	1 book	15 days	Rs. 2,500/-	Rs.10,000/-

- Access to databases only in library which are on LAN

Corporate Membership

Membership	Entitlement	Loan Period	Refundable Deposit	Fees	Entry Fees
Annual	3 books	1 month	Rs.5,000	Rs.5,000	Rs.10,000

- Access to databases only in library which are on LAN

Other Users

Other users may borrow books on Inter Library Loan basis. As a special case the reader may be admitted for a day or two. The user must get a request letter from the institution/ organisation where he belongs to, signed by the Institution head. A visitor's card is to be filled in by him and signed by the Librarian/ Asst. Librarian. The visitor is not allowed to carry any library material, however he can photocopy whatever any Intellectual Property or Copyright Law permits.

Circulation

In the circulation issue system, borrowers are given bar-coded Identity Cards. For issue of books, the borrower presents the books along with their bar-coded Identity Cards to the staff at the circulation counter. He/She should put his / her signature on the book card provided on the book pocket. The library staff will issue the book stamping the due date and return the book to the borrower.

Book should be presented to the Library for return or renewal. The book will be renewed only once if there is no demand on the book.



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Overdue charges

Fines are charged on overdue items. If fines or charges are outstanding, borrowing rights may be withdrawn and passwords for accessing electronic services will be held until such time as those fines are paid.

For students

Fine of Rs. 3.00 per day per book will be charged.

Loss/Damage of Material

Loss of Library materials must be brought to the notice of the librarian. The member must arrange to replace the lost material with the latest edition available. Also, users are responsible for any material borrowed on their cards and will be required to replace any material damaged while in their custody.

Stock Inventory

All the books must be physically returned to the library for stock verification. The book may be issued after the stock verification, if required.

Clearance Certificate

- Return all library material
- Surrender Identity Card, Reference Ticket and original fee receipt
- Obtain refund of library deposit and No due certificate

Students will get their mark sheets only on producing no dues certificate from the library and the computer centre.

Library deposit refund should be collected within 3 years from the issue of passing certificate or else the deposit will be forfeited.

15/12/11
Mr. Shrikanth Sadlapur

(Librarian)

Rajan Saxena
Dr. Rajan Saxena

(Vice Chancellor)



Arora
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