



BHAIKAKA LIBRARY
KNOWLEDGE RESOURCE CENTRE
SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR

For Under-Graduate Student:

Name of the College / Institution:

Course/Year: _____

For Office Use Only

ID No. _____

Code: _____

Certificate to be used by an Under-Graduate student for obtaining Reading materials from the Bhaikaka Library.

This is to certify that Shri/Smt./Kum. (Beginning with Surname in Capital Letters)

is a bonafide student of the (Name of the College) _____,

affiliated to Sardar Patel University, since _____.

N.O.C. (No Objection Certificate) of the student will be asked as and when he/she will leave this institute.

Date: _____

**Sign. of the Principal / Head /
College / Institution**

(Seal of the College / Institution)

Present (Local) Address:

Pin Code No. _____

Phone No. _____

E-mail ID : _____

Permanent (Home) Address:

Pin Code No. _____

Phone No. _____

Student's Signature

University Librarian

General Rules for the Issue-Return of the Books / Reading materials

(For Under-Graduate Students)

- (1) User should keep his/her Bar-coded I-Card with him/her before entering into the Bhaikaka Library. I-Card issued to user is purely for **personal use only**, which is **not transferable**.
- (2) **U.G. Students** will get **Two (02) Books for 14 days**.
- (3) Books are to be kept for **14 days**. It will be renewed for twice. Books will not be renewed **on** or **after** Return Date. For Renewal of book, it should be returned **before** Return Date.
- (4) Overdue Charges will be **Re 1/-** per day.
- (5) Books will not to be issued, which comes into **Reference Category (Encyclopedias, Dictionaries, Periodicals' Bound Volumes, Dissertations, Thesis, Books in Volumes/Parts etc.)**. It will be referred into stack area only. User will get **Xerox facility** (under certain rules) from the Library.
- (6) If the Book is **lost by the user**, he/she shall have to **pay double price** of the book and inform to University Librarian.
- (7) Books are to be returned after the completion of the respective examination and if books are not returned in due time, he/she **will not get his/her Mark sheet**.
- (8) In case of **loss or torn I-Card**, Duplicate I-Card will be provided after application given by student for the same, duly signed by Head/Principal of the Department/College. Student has to **pay Rs 100/-** for Duplicate I-Card.

Student's Signature