Ref. No BMMCL/39/2022   Dated : 25.04.2022

NOTICE NO: 39/2022

    All the members of the Central Library, Bajkul Milani Mahavidyalaya are informed that central library providing Xerox facility after COVID-19 pandemic situation.

Rules for Xerox/Reprographic Service:-

Service Hour: - **12.00 noon – 4.00 p.m. daily** (Only College Working Day).

Rate of photocopy: -
    i) @ Re. 1/-(one rupee) only per exposure per page in A-4 size paper.
    ii) @ Re. 1/-(one rupee) two exposures both side per page in A-4 size paper.
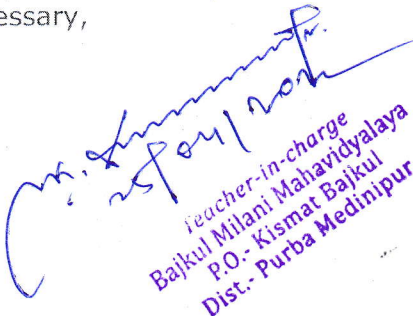
Scope of photocopy & limitation:-

I] Only Library members of Bajkul Milani Mahavidyalaya can get photocopy of text from books, Newspaper, Journals and periodicals belongs to BMMCL. Other users need to take permission from competent authority.

II] Old documents, brittle books, oversize /heavy books and books with unstable binding will not be allowed for photocopy.

III] Personal books, papers, journal, periodicals etc. are also not allowed for photocopy. The title page of the book is not entitled for photocopy.

IV] Same books are not entitled for photocopy against a card for several times.

Number of pages:-

I] Readers or user are allowed to photocopy one-third of the total pages of the book but not exceeding of 25 pages of the book. In case of books from reference collection- the limitation is up to 15 pages.

II] Readers are allowed to photocopy only 4(four) articles from one issue of a journal /periodical.

III] Readers or borrowers should submit the requisition slip for photocopy supplied by the Xerox section.

    Service may be delayed if any machinery or power default occurrs. The competent authority reserves the right to relax the rules as and when deemed necessary,

With Thanks,

Teacher-in-charge
Bajkul Milani Mahavidyalaya
P.O.- Kismat Bajkul
Dist.- Purba Medinipur

Librarian
Bajkul Milani Mahavidyalaya
P.O.-Kismat Bajkul, Dt.-Purba Medinipur
25/4/2022