

K.S. LIBRARY

NOTICE FOR LIBRARY MEMBERSHIP

Attn: Students

Students of M.B.A. & M.Sc. (CA & IT) of K.S. School of Business Management & Information Technology are required to download the Library Membership Form' available on the our departments webpage <https://ksschool.org.in/KSLibraryMembershipForm1.pdf> or **collect form and Library Card from K.S. Library** and submit duly-filled-up form and Library Card to the K.S. Library along with **Photocopy of fee receipt/ Pay-in-slip and two copies of recent photographs (one Passport size & one stamp-size)**. Library Books are issued from **1st August 2023 at K. S. Library on K.S. Library Card only**, hence it is informed to take Library cards for all Library Transactions. No Transaction will be done without Library Card.

Borrowing Time:

For MBA students: **12.00 PM to onward (After Lectures only)**

For M.Sc. (CA & IT) students: **04.00 PM to onward (After Lectures only)**

Important Library Rules

1. **Cell Phone** ringing, talking and using of MP3 players are **NOT allowed** inside the Library
2. Students are advised to bring their Library Cards, whenever they visit the Library
3. Students are advised **NOT to Exchange the Library Cards**.
4. Students are advised **NOT to issue more than two books**.
5. Students are advised not to keep any valuables in their bags kept on luggage rack.

LIBRARY STAFF ARE NOT RESPONSIBLE FOR ANY SUCH LOSS.

Dt. 13-07-2023

Dr. Indira Dodiya, Librarian
K.S. School of Bus. Mgmt &
Info. Tech. Library

K.S. SCHOOL OF BUSINESS MANAGEMENT & INFO. TECH. LIBRARY
GUJARAT UNIVERSITY, AHMEDABAD- 380 009

K.S. Library Rules

1. While entering in the Library, students and faculties should **leave their personal belongings**, such as bags, Personal books, parcels, brief cases, Lunch box & Mobile, bags put them **within the rack which is reserved for this purpose**. However, you can take a Laptop, Notepad, Notebook or loose paper.
2. When students enter within the library, each & every student must **sign the Register at least once in a day**
3. Any Student of MBA & M.Sc. (IT & CA) of KSSBMIT who would like to visit and access the K.S. Library they **must take their Identity Card when entered in the library. Other outside Students can't access or entered in K.S. Library.**
4. **For peaceful study the decorum of the library must be maintained, Thus Students have to maintain peace in the library & should not disturb other students in any way.**
5. **Students or Faculties should not deface, mark, cut, mutilate or damage material of library in any cases (If anyone will be found doing so, he/she will be changing the full replacement cost of the reading material which includes library Books, Magazine, Journals, Newspapers).**
6. Books and other reading materials taken from the cupboard they would again arranged them properly in the appropriate cupboard shelves but should not be left on the tables in K. S. Library.
7. **The K.S. Library follows on open access system.**
8. **Student leaving the Library should allow the library staff to examine their personal belongings whenever require.**
9. **Smoking is strictly prohibited.**
10. **MOBILE PHONE USAGE IS STRICTLY PROHIBITED WITHIN THE LIBRARY IF THE MOBILE RINGS YOU HAVE TO PAY A FINE OF Rs. 100.**

Dr. Indira Dodiya
K.S. School Library
Gujarat University