

Central Library

Ref. MVJCE/CL/2023

Date: 06/10/2023

CIRCULAR

It is hereby informed to all the Staff and Students following are the Overdue and Loss of Books Charges which are chargeable to the students and Staff for non compliance of college library norms.

Central Library Circulation Rules

1. The library user is eligible to borrow 2 books. Library books will be issued for a period of 14 days to the members of the library. (Note: If the due date falls on a holiday, the following day is treated as the due date).

I) If there is no Reservation

A) The Student can renew the book on or before the due date.

B) If the book is not returned before the due date a fine of Rs. 5 per day for the first one month and Rs. 10 per day for the second month will be charged. After this fine will be twice the cost of the book (or replace with the 2 copies of the book) up to 6 months. After six months fine will be 3 times the cost of books (or replace with 3 copies of books).

II) If there is a reservation

A) No renewals permitted.

B) For the first two months fine at Rs.15 per day will be charged. After this fine will be twice the cost of the book (or replace with the 2 copies of the book) up to 6 months. After six months fine will be 3 times the cost of books (or replace with 3 copies of books).

2. A book can have a maximum of 2 renewals. (At the time of renewal borrower should bring that book to the library for renewal for next 14 days, the end date seal will be stamped on the due date slip).
3. The reserved books kept only for two days against each reservation.

4. Reference books shall be issued overnight, only for faculty. (circulation timings is after 3:00pm and borrowers should be return books the next day morning before 10:00am)
5. If there is a series of continuous holidays the reference book will be issue to faculty on the previous working day after 3:00pm. It shall be returned before 10 am on the next working day.
6. A document may be recalled before the due date if required urgently in the Library. Failure to respond promptly may lead to suspension of library privileges. Certain documents are intended to be used only in the library premises. These include reference books, textbooks, rare books, current & bound periodicals etc. Borrowers are requested to check if the documents being borrowed are complete and no pages are missing in it. In case of defect or damage in the book, should be brought to the notice of the library staff.
7. Borrowers are responsible for the documents they borrow. The borrower has to check the condition of books while borrowing, in case the books are found damaged, mutilated, or spoilt while returning, the reader has to replace the same with a new book and the latest edition.
8. Borrowing facility will be withdrawn or restricted in case of misbehavior in the library and misuse of library books.
9. **In case of loss of books the following procedure will be followed,**
 - The user should report immediately within 2 working days to the librarian about the loss of library assets borrowed from the library. The following charges shall be recovered for the loss of library books.
 - If new edition or copies of the lost book is available with the book suppliers, the book has to be replaced with 10% of the processing fee (Within 14 days from the day of reporting).
 - If the lost book is not available for replacement a suitable alternate book suggested by HOD + 10% processing fee shall be collected.
 - If the book value cannot be ascertained from the library stock register (accession register) the alternative equivalent book as proposed by HoD shall be replaced.
 - If the borrower is not able to replace the lost book within 14 days from the day of reporting, 2 copies of the book shall be return up to six months. After six months 3 ^{copies} times of books must be returned.


9/10/2023
Chief Librarian
CENTRAL LIBRARY
MVJ College of Engineering
Channasandra, Bangalore-67


10/10/23
Dean-Academics
M.V.J. College of Engineering
Near ITPB Channasandra
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9/10/23
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