

Shivaji University, Kolhapur.
Barr. Balasaheb Khardekar Knowledge Resource Centre.

CIRCULATION SECTION RULES

1. Borrower's Ticket is not transferable.
2. The books issued must be returned on or before last date stamped on the due date slip of each book.
3. The borrower should check physical condition of the document before getting it issued. If any discrepancy found, then it should be brought to the notice of the person seating at circulation counter.
4. The borrower will be held responsible for any defect/damage found at the time of return of the document, if not recorded on it earlier and will be liable to pay the penalty as per library rule.
5. Late fee would be charged from the borrowers who retain book(s) beyond the due date. Librarian may exempt the late fee depending upon the circumstances of delay, any human or technical error in issuing a book by the circulation staff.
6. Borrowers can get the book(s) reissued on or before the due date if required.
7. Documents belonging to 'Reference' category, are not issued.
8. A borrower is responsible for safe custody and return of the documents borrowed at their name from the library.
9. In case of loss of document(s) irreparable damage/mutilation of documents, the borrower should replace the lost/damaged book(s) by a new copy. In case of loss/damage/mutilation of a volume of a multi- volumes set, the borrower is liable to replace the whole set. Otherwise, the cost of books as per agreed rule will be charged.

Lost Books Recovery Rules – From June 2021

| Sr. No | Based on year of Publication | Price to be recovered of Lost Book | Users' Category |
|---------------|---|--|------------------------------|
| 1 | Book Published Before 70 years | 30 times of Price | All Category of Users |
| 2 | Book Published Before 50 years | 20 times of Price | All Category of Users |
| 3 | Book Published Before 50 years | 10 times of Price | All Category of Users |
| 4 | Book Published Before 40 years | 6 times of Price | All Category of Users |
| 5 | Book Published Before 30 years | 5 times of Price | All Category of Users |
| 6 | Book Published Before 20 years | 4 times of Price | All Category of Users |
| 7 | Book Published Before 10 years | 3 times of Price | All Category of Users |
| 8 | Book Published Before last 5 years | 2 times of price for out of print copy/ copy of lost book should be replaced if available in the market | All Category of Users |
| 9 | Foreign Book Lost : Current conversion rate in Rupees for the lost of foreign book by charging double amount against the actual price irrespective of year of publication. | | |

Overdues Charges

Overdues Charges All the Students are hereby informed that existing rules of Overdue Charges for books which are not returned on or before the due date are:

- 1) Re. 1= 00 Per Day per book up to 15th day after the due date.
- 2) Rs. 2=00 Per Day per book up to 16 to 30th day after the due date.
- 3) Rs.5=00 Per Day per book from 31st day onwards after the due date.

Note: In case of any matter/ issues which are not enumerated above, the decision of Director, BBK KRC will be final and binding.'

The students, who would like to avail the library facility & membership, may please contact

Director,
Barr. Balasaheb Khardekar
Kknowledge Resource Centre