

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

	Based on year of Publication	Price to be recovered of Lost Book	Users' Category
1.	Book Published Before 1950	10 times of Price	All Category of Users
2.	Book Published During 1951-60	6 times of Price	All Category of Users
3.	Book Published During 1961-70	5 times of Price	All Category of Users
4.	Book Published During 1971-80	4 times of Price	All Category of Users
5.	Book Published During 1981-90	3 times of Price	All Category of Users
6.	Book Published During 1991-2000	2 times of Price	Students and other Users of the library except faculty Users.
		5 times of Price	Faculty Users only
7.	Book Published after 2001	Actual Price	All Category of Users

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 University Librarian will be final and binding.'

Director,
Barr. Balasaheb Khardekar knowledge Resource Centre