

# Library Books Circulation Policy for Students - LHPS KHREW

## **1. Issue & Return**

(Students are allowed to issue 1 book and keep it only for the weekend)

## **2. Overdue Charge**

A late fee of Rs.5/- per day will be charged for the books returned after the due date (The issue facility shall be suspended, if the net accumulated late fee exceeds Rs. 250/-).

## **3. Loss of / Damage to Library Materials**

Loss of book(s) must be reported immediately. Overdue fine, if any, will be charged till the loss of book(s) is reported. If the original book is returned after reporting it lost, the fine will be calculated till the date of its return. Borrower will have to replace the book, if lost/damaged with latest edition within 45 days from reporting, along with overdue charges. If the lost book is out of print, and if the borrower is unable to replace it, he/she will have to pay the prevailing cost of the book, plus 30% processing fee.

## **4. Personal Books**

Members are allowed to bring in their personal books and other reading materials inside the Library. These items should bear the respective members name and ID Number. Members will have to produce these items at the Circulation Desk/Property Counter every time while entering in, and leaving the library.

## **5. General Circulation Rules**

- All issue & return of Library materials are handled from the Circulation Desk during its working hours (as mentioned above).
- Borrowers are requested to make sure that the books are properly issued or returned.
- Library users are requested to bring their ID Card while coming to the library.
- The borrower is requested to check the books & other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.
- No book in damaged conditions may be accepted from the borrower. Mutilated or spoiled books may have to be replaced by the borrower.
- The borrowing facility can be restricted or suspended in case of misbehaviour or misuse of the library facilities/materials.
- Library materials will be issued/returned, only if borrower shows the ID Card at the circulation Desk.
- The school ID Card used for borrowing Library materials is not transferable and must be produced whenever requested by Library staff.
- Members are held responsible for all items issued on their name, until they are returned by the respective members to the library.
- Materials designated as Newspapers are not issued out.
- No material from the library should be taken out without proper issue/ recording. Any type of violation may lead to a disciplinary action.