

**Chemistry Departmental Library,
'By the students for the students'**

"General Rules"

- Only **one** document (Book/Qu. paper set) will be issued for maximum period of **a week** and must be returned on or before the last date.
- Borrower should check the fitness of the document before getting it issued. Any discrepancy should be brought to the notice of the authority.
- The borrower will be held responsible for any defect/damage found at the time of return of the document, and will be liable to pay the **penalty** as decided by the authority.
- Any document issued may be **recalled** by the library before the due date of return without assigning any reason and the borrower has to abide by the decision.
- If a book is not returned within the loan period, future issue of documents may be stopped.
- **Late fee of Rs 25/-/day/document** would be charged from all the borrowers who retain document beyond the due date.
- The authority may exempt the late fee depending upon the circumstances of delay.
- Borrowers can get the document **reissued** on or before the due date by intimating the authority if possible. Overdue document will not be reissued in any case.
- The borrower is advised to return the documents while proceeding on **long leave**.
- A borrower is responsible for the safe custody and return of the documents borrowed from the library.
- In case of loss of document / irreparable damage of document, the borrower will be liable to pay the **present cost** of the document and **10 %** of the present cost of document as processing charge.
- The library membership may be suspended / cancelled at the discretion of the authority for any unwarranted / dishonest act or illegal behavior of a member.
- The fine collected will be use to add **new documents** in the departmental library.
- The library is meant for students and they are advised to enjoy reading documents, we wish you all the success for future endeavors.