

Central Library

MANIT, Bhopal

NOTICE

Book Replenishment and Overdue Charges Policy

All subscribers (students / research scholars / faculty members (regular & contract) / administrative staff / other staff members) are requested to carefully go through the Book Replenishment & Overdue Charges Policy, which is as below:

(1) **All categories of subscribers have the option of replacing a lost / damaged book with a fresh, new copy, of the same edition / latest available edition in print. It needs to be emphasized that only a fresh, new copy, of the same edition / latest available edition in print will be accepted by Central Library as replacement for a lost book.** This will be applicable across all categories of subscribers (students / research scholars / faculty members (regular & contract) / administrative staff / other staff members). In addition, Students / Research Scholars will also have to deposit the overdue charges on the lost / damaged book, starting from the date up to which the book was issued to the individual as indicated on the due date slip / issue record on the last page of the book & the library issue registers, to the point the loss of the book gets reported to Central Library through an application in Standard Central Library Format.

(2) **If the student / research scholar / contract faculty prefers to deposit the cost of the book rather than replenishing, he / she can do so by depositing the cost of the latest available edition in print.** In this case, students / research scholars / contract faculty will also have to deposit the overdue charges starting from the date up to which the book was issued to the individual as indicated on the due date slip / issue record on the last page of the book & the library issue registers, to the point the loss of the book gets reported to Central Library through an application in Standard Central Library Format.

(3) **In case the book is no longer available / has gone out of print, the cost of the book has to be deposited by all categories of subscribers as per the original recorded cost in the accession register when the book was procured.** In case of foreign currency costs, the calculation for replenishment cost will be made on the basis of current GOC currency conversion rates in the particular month of calculation. All these amounts / charges will continue to be deposited in the Accounts Section on the basis of vouchers issued by Central Library.

Authority: Director's Approval (MANIT / DPS / 4405 / 24.05.2012)

Dated: 25 / 05 / 2012

(Prof. Ajay Pandey)

Chairman (Library Advisory Committee)