



PSG College of Technology, Coimbatore

Dr. GRD Memorial Library



CIRCULATION POLICY

Members Books Borrowing Eligibility				
Institution	Category	No. of Books	Issue Type	Holding Period
PSG College of Technology / PSG IAS	UG Students	6	Normal	15 Days
			Overnight	2 Days
	PG Students	7	Normal	15 Days
			Overnight	2 Days
	Diploma	6	Normal	15 Days
			Overnight	2 Days
	Post Diploma	6	Normal	15 Days
			Overnight	2 Days
	M.Phil	6	Normal	15 Days
			Overnight	2 Days
	Ph.D Scholars	6	Normal	15 Days
			Overnight	2 Days
	HOD	6	Normal	30 Days
			Overnight	2 Days
			Renewal	2 Times
	Teaching Faculty	5	Normal	30 Days
			Overnight	2 Days
			Renewal	2 Times
Non-Teaching Faculty	3	Normal	30 Days	
		Overnight	2 Days	
		Renewal	2 Times	
Project Assistant	3	Normal	30 Days	
		Overnight	2 Days	
		Renewal	2 Times	
PSG PTC	Students	3	Normal	15 Days
	Teaching Faculty	3	Normal	30 Days
			Renewal	2 Times
Non-Teaching Faculty	2	Normal	30 Days	
Associate Member		Based on the Deposit Amount Paid at CSRC	Normal	15 Days

CIRCULAR

REVISED OVERDUE CHARGES

As a part of modernization of Dr.GRD Memorial Library, RFID based technologies are implemented with the help of hardware and software for the issue and return of library resources. As the new system is to mature with regular usage and analysis of data, minor modification is introduced in the fine charged when return is made after due date. This will be studied over a period of time and suitable corrections will be made with updates in software so that users can make the best usage of resources.

PERIOD	OVERDUE AMOUNT Rs.
First day	No charge (Rounded down to INR 0.00)
Up to 20 days	INR 0.50 Per day per book
From 21 st day onwards	INR 5/- per day per book


PRINCIPAL

To
Managing Trustee } for kind information
CFO

All HoDs to circulate & to display in Department NB
All Sections (Academic & Non Academic)
All NBs, Hostel NBs, Day file
Information Centre