

PSG COLLEGE OF TECHNOLOGY
COIMBATORE-641004

CIRCULAR

REF : PPL/LIB/FW/20

DATE: 20/02/2020

Following are the norms for borrowing of books from the college library. All students, staff (Teaching and Non-Teaching) and Associate Members shall strictly adhere to these norms.


Issue Details:-

Institution	Category	No of Books	Issue Type	Holding Period
PSGCT/ PSGIAS	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	12	Normal	15 days
			Overnight	2 days
			Semester issue	90 days
	Teaching Faculty	9	Normal	15 days
			Overnight	2 days
			Semester issue	90 days
	Non-Teaching Faculty	3	Normal	15 days
			Overnight	2 days
			Semester issue	90 days
	Project Assistant	3	Normal	15 days
			Overnight	2 days
			Semester issue	90 days
PSGPTC	Students	3	Normal	15 days
	Teaching Faculty	6	Normal	15 days
			Semester issue	90 days
	Non-Teaching Faculty	2	Normal	15 days
Associate Members		Based on the Deposit Amount paid at CSRC	Normal	15 days

Overdue Fine Details	
Up to 20 days	Rs. 0.50/- per day per book
From 21 st day onwards	Rs. 5/- per day per book

1. Fine amount will be rounded off.
2. If the book is lost, immediately inform the library office. Book Lost form will be generated and has to be signed by the borrower in person. Fine will not be carried over for the 15 days from the date of generation of Book lost form. As agreed by the borrower in the book lost form, they have to replace the new copy of the book (Same edition/ Recent Edition) along with the bill. Fine will not be carried over for those 15 days. However if the borrower cannot replace the book within stipulated time, fine will be charged for the entire duration, till the book is replaced.
3. If the borrower is unable to find the book in the market, the evidence of non-availability of the book has to be produced along with the Book Lost form. Thrice the cost of the recent edition of the book or Rs.500/- (whichever is maximum) has to be paid in the accounts section, using the challan provided in the library office
4. If the borrower is able to trace the book after the generation of book lost form, the borrower has to intimate the library office and return the book immediately in the return counter. Fine will be charged for entire duration.
5. Fine waiver will not be entertained.


PRINCIPAL IN-CHARGE

 To
All HODs (To inform their staff)
All Notice Boards (College & Hostel)
All Sections, Day File

