



NOTIFICATION

Subject: Return of Outstanding Books.

It is notified for the information of all the faculty/staff/students that the automation of library is almost complete and shall be thrown open very soon for student/faculty use. In order to smoothly complete the remaining process, your cooperation is earnestly sought and accordingly, you are all informed through the medium of this notification to return the outstanding book(s), if any, lying in your accounts soon as possible. In continuation to earlier communications in this regard, you are once again reminded that as a special provision for students/faculty/staff having outstanding, if any, in their book accounts shall be given an exemption from the fine, if books are returned by or before 18th March, 2022, positively, failing which, the breakup of fine/penalty due is devised here as under:

Duration of book remained outstanding	Fine to be charged per book
<i>Upto 1 month</i>	Nil
<i>Upto 3 months</i>	Rs. 50
<i>Upto 6 months</i>	Rs. 150
<i>More than 6 months</i>	Rs. 250

It should be noted:

1. That under the normal course, the fine shall be charged as per the rules applicable i.e. beyond the custody of 14 days, one rupee a day per book shall be charged from the member at default.
2. That the book has to be returned without any damage or loss and in case, the book is lost, kindly contact the Librarian/Assistant Librarian for further necessary action.
3. That such members after ensuring the closing-down of their book accounts in the manual register shall be allowed to borrow/return the books through RFID system.
4. That this notification may not be treated as any corrigendum or in supersession to earlier notifications/rules/orders regarding the conduct of library affairs.

CC:

1. Librarian/Assistant Librarian for information and compliance.
2. In Charge Website
3. Office record File.


PRINCIPAL
14/03/22
Principal
Govt. Degree College
Kulgam (J&K.)