

**PARIJA LIBRARY BOOK ISSUE RETURN**  
**TERMS AND CONDITIONS**

1. If a member loses his borrower's card he/she should immediately report this to the Chief Librarian in writing and a duplicate borrower's card will be issued to him on a payment of a fee Rs. 20/- and on submission of passport size photograph (in Case of student members only).
2. Books borrowed by the members are not transferable.
3. During vacations, specified by University calendar student members shall be allowed to borrow only two books at a time.
4. If the date of due return of a book taken on loan falls on a holiday of the University, the book shall be returned on the next working day, except that in the case of Summer vacation, Puja and Winter holidays, it shall be returned on the 1<sup>st</sup> working day after the vacation or holidays as the case may be.
5. Any book on loan may be recalled by the Chief Librarian at any time and shall become due on the day filed by the Chief Librarian.
6. If a book is not returned to the Library when due, an overdue charge of 10 Paisa per book per day shall be levied and minimum Rs. 1/- will be collected for each ten days or less. No further books shall be issued until the overdue books are returned.
7. If a book borrowed is lost then he / shall inform the Chief Librarian in writing immediately and is required to replace the book or if the book is not available the borrower is required to give the 10 times to Indian Publishers and 1 times to foreign Publishers present market price of the book +10% of the price as handling charge which will be deposited at the cash counter of Parija Library Fund.
8. A borrower shall be responsible for all books issued on his / her card.