



Memo no. Dylib/HQ/0058/22

Date: 6th April 2022

Library Policy for Research Scholar

Certain policy decisions were taken in the first meeting of the Research Advisory Committee for Research Scholars held on 10th March 2022, approved by Hon'ble Vice Chancellor vide memo no. VC/15/671 dated 14.03 2022 regarding library use of the Scholars which are as follows:

1. Two books may be issued for a period of one month.
2. After one month a remainder will be sent to the scholar for returning the book.
3. Reissue or renewal of the books may be given for fifteen days, if there is no demand for that book at that point of time.
4. A book may be reissued twice only.
5. In case of any crisis situation arises, the Library has the right for calling the scholar for returning books.
6. An overdue amount of INR 25/- (INR Twenty five) may be charged per day, if the books are not returned on time in the Library.
7. If any book is damaged or lost by the scholar, he/she has to return the latest available edition of the book. If the book is not available in the market, in that case double of the printed price of that edition may be charged.
8. Damaged books may be replaced by a new copy. Damaged copy will be returned to the scholar after completion of official procedure.
9. At the time of the release a scholar must collect library clearance certificate and submit the card to the library.
10. If the library card is lost scholar has to inform the library immediately and produce a copy of the General Diary filed for getting duplicate card.



11. A charge of INR50/- may be taken for issuing duplicate card.
12. Two copies of stamp size photographs, photocopies of photo ID proof of PAN/AADHAR/Voter card, and enrolment certification of the Ph. D Programme will be required while collecting library card. Originals may be required for verification.
13. A deposit money of INR 2000/- may be kept in the library and that may be returned at the time of release in case of any damage of resources in the library.

Madhusri Ghosh Upadhyay

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Deputy Librarian

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