

# **Indian Institute of Information Technology, Vadodara** **Library**

## **Circulation Services**

### **Circulation Policies**

Borrowing of reading materials facility is available to the faculty, students and to staff of the Institute. The rules are framed to facilitate and promote, rather than to constrain, the use of library resources and services. Institute Identity Card is a must for issue & return of the reading materials.

#### **1. Membership**

The faculty members, staff and the students of the Institute are required to enroll as member of the Library (upon joining the Institute) by filling in the membership form available at the library circulation desk (along with a passport size photograph). It entitles the use of resources and services offered for the purpose of academic and research work.

#### **2. Circulation of books.**

- Issue on Mondays, Wednesdays, Fridays.
- Issue – Return time 09.30 AM to 5.30 PM
- No issue/returns transactions on Saturdays, Sundays and other holidays.

#### **3. Borrowing Privileges**

<b>Borrowing Privileges</b>	<b>No. of books</b>	<b>Loan duration</b>
<b>Faculty</b>	5	One semester
<b>Research Scholar / Phd</b>	3	15 days
<b>P.G. Students</b>	2	7 days
<b>U.G. Students</b>	1	2 days
<b>Staff</b>	2	7 days

#### **4. Reminders**

Library will usually send reminders to members for the overdue items, but non-receipt of reminders is no reason for returning books late.

#### **5. Late fee**

- Rs.5.00 per day on over due days
- Book will not to be returned in library until fine amount paid by user.

Overdue/Fine are charged to the members as per the details given in the Borrower Privileges table. The issue facility shall be suspended, if the net accumulated late fee exceeds Rs. 250/-. User account will be activated again, once the late fee is paid, and the books are returned.

#### **6. Renewals**

Library materials can be renewed, if there are no reservations on them by other users. Same materials will not be renewed more than once. Borrower has to bring the material physically to the Library for the renewal.

#### **7. Recall**

Library staff may recall a book at any time before it's due date. It is mandatory to return the book(s) when it is recalled. The overdue charges may be increased for failure to return a book, when it is due or recalled.

## **8. Reservation**

Members can reserve only those materials, which are already issued at the Circulation Desk. One reader can reserve one book at any given time. A book can have maximum two reservations. Reserved books will be put on hold at the Circulation Desk for maximum one circulation day (inclusive of the day on which it is received/returned) from the date of return by previous borrower. If a member who has reserved the book fails to pick up the same within this period, the reservation stands cancelled. Availability of reserved items will be informed through email.

(Note: Contact circulation desk to reserve book.)

## **9. Loss of / Damage to Library Materials**

Loss of book(s) must be reported immediately. Overdue fine, if any will be charged till the loss of book(s) is reported. If the original book is returned after reporting it lost, the fine will be calculated till the date of its return. Borrower will have to replace the book, if lost/damaged with latest edition within 45 days from reporting, along with overdue charges. If the lost book is out of print, and if the borrower is unable to replace it, he/she will have to pay the prevailing cost of the book, plus 30% processing fee.

## **10. Course Reserve (CR) Collection**

Course Reserve (CR) Collection consists of textbooks and other reading materials recommended by the respective faculty members for different courses for each semester and are kept at the Circulation Desk. Documents in the Course Reserve Collection can be used only in the Library against Identity Card. This collection will be issued only for two hours at a time.

## **General Circulation Rules**

- All issue & return of Library materials are handled from the Circulation Desk during its working hours.
- Borrowers are requested to make sure that the books are properly issued or returned.
- Library users are requested to bring their ID Card while coming to the Library.
- The borrower is requested to check the books & other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.
- No book in damaged conditions may be accepted from the borrower. Mutilated or spoiled books may have to be replaced by the borrower.
- The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the Library facilities/materials.
- Library materials will be issued/returned, only if borrower shows the ID Card at the circulation Desk.
- The Institute ID Card used for borrowing Library materials is not transferable and must be produced whenever requested by Library staff.
- Members are held responsible for all items issued on their name, until they are returned by the respective members to the Library.
- Latest issues of journals/magazines are not issued out.
- Materials designated as Newspapers are not issued out.
- Faculty and staff going on long leave, with or without salary, deputation, study leave, or extraordinary leave will have to return all borrowed materials before leaving the institute.
- No material from the Library should be taken out without proper issue/ recording. Any type of violation may lead to a disciplinary action.