REVISED OVERDUE FINE RULES FOR CENTRAL LIBRARY, BIT, MESRA

(Effective on books issued on or after 01/04/2022)

Prelude

In an educational institution, importance of the library still persists even under the changes in teaching and learning process. Central library at Mesra campus boasts of a grandeur collection of physical books in multiple dimensions of science, engineering, management, architecture, and more. It is serving to the needs of students, faculty and staff members from its inception. In order to bring equitable distribution and availability of the books for all the users, certain rules and regulations including overdue fine are devised. The present revision in overdue fine is with the objective to minimize the total fine amount and resolving the issue within a fixed time limit.

REVISED OVERDUE FINE RULES:

1. There will be a **seven days grace period** (without fine) for general books after due date to compensate for any weekend/holidays and an email will be sent to the user regarding this. All the fine rules will be attached with the mail. Library users are advised to provide a correct mail ID and verify it with library database system.

2. After the grace period, fine at the rate of **INR10 (Rupees Ten only)** per day per book will be charged till the book is returned or replaced but within a maximum period of 60 days. The fine amount will be collected during the book return or replacement.

3. If the issue is not resolved after **one month (30 days)** from the end of grace period, the library card of the user will be temporarily suspended for any new transactions except returning of issued books.

4. User can return, replace along with fine as on date or deposit the cost of book + 20% penalty towards processing charges and accumulated fine on any working day during next 30 days' time. Then the library card will be reactivated.

5. In case the issue is not resolved within **two months' time (60 days)** as stated above, the cost of the book with a penalty of 20% on the cost and fine for two months (INR 600, Rupees Six Hundred only per book) is due on the user.

6. For faculty/staff, the fine amount as per point (5) will be deducted from the salary through Accounts Section. For students, the fine amount will be collected through Students Account section. Then the library card will be reactivated.

7. Cost of the book will be calculated as the maximum of these two; (i) cost as per library record (ii) present cost as per Publisher's information.

8. Faculty/Staff may borrow maximum Nine (09) books from General stock at a time, each for one month and One (01) Textbook for Overnight. There is no grace period for returning of the Textbooks.

9. Students may borrow maximum Six (06) books from General Stock at a time, each for Fifteen days and One (01) Text book for Overnight. There is no grace period for returning of the Textbooks.

10. Books under Book bank scheme for only SC/ST students are issued for one semester (maximum six months) and library account will be deactivated if not returned within that time.

11. The decision of the Librarian/Prof-In-Charge on any matter like interpretation of the rules and regulations, recovery cost of the book or any other issues will be final.

This revised overdue fine rule for central library is recommended by ACAP (Advisory Committee on Academic Programme) in their 67th meeting dated 18/02/2022 on the basis of report submitted by Library pending dues review committee (Ref. GO/OO/Commt-Lib/2021-22/8057).

The implementation of this revised rule from 01/04/2022 is approved by the competent authority.