

Indian Institute of Information Technology Sri City, Chittoor

भारतीय सूचना प्रौद्योगिकी संस्थान श्री सیتی, चित्तूर

(An Institute of National Importance under an Act of Parliament)

LIBRARY CIRCULATION POLICY

Circulation of books.

- Issue on all working days.
- Issue – Return time 09.00 AM to 5.30 PM
- No issue/returns transactions on Sundays and other holidays.

Borrowing Privileges:-

Member Category	Check out Limit	Period of Loan
Faculty	5	6 Months
Research Scholar / Ph.D.	4	31 Days
P.G. Students	4	31 Days
U.G. Students	3	31 Days
Staff	2	31 Days

Renewal

- Items may be renewed in person at the library. Items may also be renewed twice.

Late fee

- Rs.1.00 per day for overdue days.
- Book will be considered returned after the fine amount is paid by the user.
- Pay Library Fine using SBI Collect only hand cash is not accepted.
- Select payment category library book due (SBI Collect)

Loss of Book

- New replacement book should be the latest edition bought and handed over to Library.

No Due Certificate

- Members should return all the borrowed items and clear over dues amount.

General Circulation Rules

- No book in damaged condition may be accepted from the borrower. Mutilated or spoiled books or marking have to be replaced by the borrower.
- No material from the Library should be taken out without proper issue/ recording. Any type of violation may lead to disciplinary action.
- Members are held responsible for all items issued in their name, until they are returned by the respective members to the Library
- The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the Library facilities/materials