

## **Borrowing Facilities**

<b>Sl. No.</b>	<b>Member Details</b>	<b>No. of Books</b>	<b>Loan Period</b>
<b>1</b>	<b>Faculty Members</b>	<b>15</b>	<b>3 Months</b>
<b>2</b>	<b>Students UG</b>	<b>2</b>	<b>7 Days</b>
<b>3</b>	<b>Students PG</b>	<b>3</b>	<b>7 Days</b>
<b>4</b>	<b>Research Scholars</b>	<b>5</b>	<b>1 Month</b>
<b>5</b>	<b>Non-Teaching Staff</b>	<b>5</b>	<b>15 Days</b>

- **Books borrowed must be returned on or before the due date.**
- **Books will be renewed if there are no reservations.**
- **Renewal can be done on the due date.**
- **Books have to be physically presented for renewals.**
- **Users are requested to verify the physical condition of the book/s before borrowing.**
- **For late return of books, overdue charges will be collected as per rules in force.**