

CIRCULATION OF BOOKS/DOCUMENTS

Lending Duration

Regular Mode

<i>Category</i>	<i>Entitlement/documents</i>	<i>Lending Duration</i>	<i>Late fee (Rs.)</i>
LL. B Students	Two (2)	Seven (7) days. Return all books on last day of the exam or before.	5 /day
LL. M Students	Three (3)	Seven (7) days. Return all books on last day of the exam or before. Reissue starts after 5 days of return.	5 /day
Faculty	Ten (10) with renewal facility on request	Fifteen (15) days. Return all books last day of the exam or before. Reissue starts after 5 days of return.	-
Staff	Two (2)	Seven (7) days	-
Library Staff	Three (3)	Seven (7) days	-

Special Category Lending

<i>Category</i>	<i>Entitlement/documents</i>	<i>Lending Duration</i>	<i>Late Fee /conditions</i>
Moot	Eight (8) per group	As recommended by Faculty-in-Charge	Issued to designated leader in his/her personal name. Late fee of Rs. 5/day shall be applicable. Use prescribed form.

Inter-Library Loan (DELNET)	As per indent	One week	Issued to indenter. Fines as per DELNET rules shall apply
Overnight Issue (<i>Students only</i>)	One (1)	Overnight. From closing hour to start time of transaction next working day.	Students only
LL. M: Weekly Wednesday Seminar	Three (3) Bare Acts/ books as recommended by Faculty-in-Charge of Seminar	Return on same day	Issued to designated Seminar Secretary in his/her personal name. Late fee of Rs. 5/day shall be applicable.

1. A document may be recalled before the due date if urgently required without assigning any reason. On such recall, borrowers shall return such documents to the Library within two days of recall.
2. Once the issue date exceeds 3 months and the document is not returned, it shall be treated as lost and action shall be initiated to recover the cost of the document as per the prevailing rules (*vide* Rule H). No document shall be accepted once the recovery is initiated/completed.
3. Mutilation of documents (tearing off of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including the requirement of replacement of documents concerned. A member, at his/her interest, may check the condition of the document and bring to the notice of the library staff, damages or mutilations, if any, before issuing a document. The staff shall make an official record of such observations before checking out the document concerned.
4. Any document damaged or lost by a borrower must be made good by him/her to the Library as per the prevailing rule (*vide* Rule H).
5. Library documents marked 'Text books', 'Reference', 'Expensive Books', 'Damaged', and loose journals shall not be issued out of

the Library and are to be consulted within the library premises. Such books shall be distinguished by a label on the spine.

6. Members on request by the library staff shall furnish identification in the form of membership card for the use of the library facilities.
7. The lost/damaged document shall be replaced by the borrower with its latest edition (HB or PB as the case be) else an equivalent amount be paid to the Library.