

**CENTRAL LIBRARY**

**MANIT, Bhopal**

**CIRCULAR**

**ISSUE OF BOOKS and LIBRARY CARDS**

**(Academic Session 2014 – 2015)**

**All students and research scholars are requested to note that they can have new library cards issued from the Central Library, 14th July onwards for this academic session i. e. 2014-2015.** Books can be issued by Central Library once new library cards get issued to the students and research scholars.

For this purpose, the following documents are required to be presented at the Circulation Counter:

(1) Fee Receipt for this Semester (Academic Session 2014 – 2015)

(2) Institute Identity Card **OR** Admission Slip with a photo affixed on it. This photograph should be attested (signed & stamped) by the concerned Head of the Department.

\* No other document will be accepted in lieu of the documents mentioned above.

Students are also requested to note that they are entitled to 6 Library Cards (U. G. students), 8 Library cards (P. G. students) and 10 Library cards (Ph. D. Scholars), respectively. One book will be issued on each card for duration of 3 months. A renewal can be sought after this duration of 3 months, for another 2 months. Failure to seek a renewal will invite Overdue Charges at the rate of Rs. 1/- Per Day per Book (the cumulative amount being charged (irrespective of the number of books returned at any point of time) will be Rs. 10/- , or the actual charges, whichever is more).

In case of any inconvenience, feel free to contact the undersigned.

**Dated: 10 / 07 / 2014**

**(Pankaj Kumar Sharma)  
In-charge Librarian**