



Government of Maharashtra
ISMAIL YUSUF COLLEGE OF ARTS, SCIENCE & COMMERCE
(Affiliated to University of Mumbai)

Jogeshwari Station Road, Jogeshwari - East, Mumbai - 400 060
Email: principaliyc@rediffmail.com

Website: www.ismailyusufcollege.in

SOP: Circulation of Library Documents

Table: Lending rules for various types of Library users

Type of user	No. of Book/s issued	Loan period	Fine per book after due date
Junior college students	1	7 days	Rs 1 per day
Under graduate students	1	7 days	Rs 1 per day
Post graduate students and research students	3	1 month	Rs 1 per day
Contractual/ CHB teachers	4	Till the end of the academic year	No fine charged but No dues certificate required before the last salary disbursement
Regular teaching- Non-teaching staff	25	Till the tenure in the college but renewal required at the end of the academic year	No fine charged but No Dues certificate is required before retirement or relieving for transfers

General Instructions:

1. All the users can avail the borrowing facility as per prescribed rules as above.
2. Books will be issued only after the bar-coded library membership card is produced by the students and scanned on the library computer. The books to be issued shall also be scanned for its Barcode.
3. Books can be renewed twice by the students if not in demand.
4. Reissue of books can be done on the date of due or prior to due date. If any book incurs fine then books cannot be renewed.
5. Payment of fine is to be made online through SBI challan and auto generated receipt is to be printed and to be submitted in the library.



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6. Link for the Library fine :
<https://sites.google.com/view/iyclibrary/downloads/online-late-fine-payment-procedure>
7. Teaching regular staff or contractual staff or non-teaching staff has to clear the dues by returning all the books borrowed by them before or on the day of the end of the academic year.
8. If the book is lost then the user has to replace the book with the latest copy or any edition published after or the same edition of the lost book available in the market.
9. If the lost book is not available in the market then the user will pay a fine equivalent to the book's original cost plus the cost decided by the respected Principal as a fine will be payable.




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