



# Xavier Institute of Management and Informatics

An MBA and MCA Division of St. Xavier's College, Jaipur

A Christian Minority Jesuit Institution run by Jaipur Xavier Educational Association

Affiliated to Rajasthan Technical University, Kota & Approved by AICTE, New Delhi

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## Library Book Issuing Rules and Process

### 1. Book Issuing Process:

- A valid student ID card is required for book issuance.
- Select the desired book from the given list of books (available on the library notice board).
- Present the book along with the student ID card at the issuing counter. (as per the given time slots).
- The Library Incharge will issue the book and update the record in the system.
- A due date slip will be provided, indicating the return date.

### 2. Book Issuing Limits:

- **Students:** Maximum of 3 books for 15 days.
- Reference books, journals, and newspapers are not available for issuance.

### 3. Renewal of Books:

- Books can be renewed up to two times if no other member has placed a request.
- Renewal requests must be made before the due date.
- Renewal can be done only at the library counter (as per the given time slots).

### 4. Returning Books:

- Books must be returned on or before the due date to avoid penalties.
- Students must return books within a week after completing their semester/yearly examinations to avoid fines.
- Returning can be done only at the library counter (as per the given time slots).

### 5. Late Return and Penalties:

- A fine of **₹2 per day per book** will be charged for overdue books.
- Continuous delay may result in suspension of borrowing privileges.
- Lost or damaged books must be replaced or paid for as per library policies.

### 6. General Guidelines:

- Handle books carefully and report any damage immediately.
- Keep library books away from water, food, and other harmful substances.
- If pages are torn or damaged, students must replace the book or pay the cost of a new book.
- Keep silence in the reading room.

**Note:** Library & Reading Room Hours:

- **Library Incharge: Mr Dinesh Kaushik**
- **Library Hours: 8:00 AM to 8:30 AM and 2:30 PM to 3:30 PM\***
- **Reading Room Hours: 8:00 am to 5:00 pm**

*\*Due to rearrangement.*



Director