

**Mahatma Gandhi Central Library
Indian Institute of Technology Roorkee**

NOTIFICATION

No. MGCL/2026/...80...

Date: 31.03.2026

LIBRARY RULES FOR ISSUE/RETURN & LIBRARY OVERDUE FINES

1. Membership Eligibility:

- a. **Library Members:** Current Students, Research Scholar, Faculty and Staff
- b. **TBLS Members:** All UG, PG & IDD Students (on payment of an one-time TBLS Membership Fee: ₹ 250/- for UG & IDD and ₹ 200/- for PG; there is no fee for the students belonging to the social category SC/ST.)
- c. **Retired Faculty/Staff:** On payment of a refundable security money of ₹ 5,000/-

2. Book Borrowing Privilege:

The library members will have the following book borrowing privileges. They may get the issued book/s renewed one-time only.

SN	User Category	No. of Books	Loan Period
1	Faculty & Staff	14	1 Year or till 30 June
2	Retired Faculty/Staff Members	02	30 days
3	All Students	10	14 days
4	Research Scholars/PDFs	10	30 days

3. Book Overdue Charges:

- a. An overdue charge of ₹ 2/- per day per book shall be applicable for all the User Categories. However, the overdue charges for one book may be limited to Rs.1500/-.
 - b. User's library account will be blocked after reaching the overdue charges to ₹ 250; and the issue/return services will be put on hold. The user's library account will resume functioning after returning the book/s and clearing the overdue charges.
- a. **Waiver of Overdue Charges:**
- a. The overdue charges should not be waived off in general for any user category. However, the Librarian is authorized to waive off the overdue charges in genuine cases like medical or other family exigencies on a written explanation from the library user.
 - b. At the time of 'No Dues' of a library member, if the total overdue charges are up to ₹ 20; a Deputy Librarian or the In-charge, Circulation Section may waive it off to issue No Dues.

4. Recovery of the Lost/Damaged Book/s:

The library member will replace the book or pay the recovery cost as per the following rules; and, will pay the accumulated overdue charges, if any.

A. Replacement of lost book/s

- a. Replace the book with a new book of the same edition and same publisher, or latest edition if the same edition is not available in the market, and pay a processing charge of ₹ 500/- per book.
- b. In case of multi-volume book, replace the lost volume or the complete set of multi-volume book of same edition and same publisher, or latest edition if the same edition is not available in the market, and pay a processing charge ₹ 500/- per book.

B. Cost Recovery of lost book

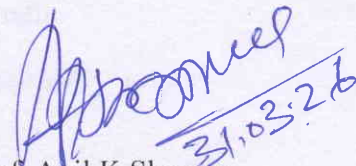
Cost recovery of lost book will be applicable if the replacement of book is not possible or is likely to take a very long time.

- a. Pay the cost of the latest edition of the lost book, or multi-volume set, of the same publisher after verification of the cost by the Acquisition Section of the library.
- b. If it is not possible to find the cost of the latest edition of the lost book, or multi-volume set, the recovery cost will be equal to 'double the ledger cost of the book' or '₹ 3.00 per page for the total number of pages of the lost book', whichever is higher. The recovery cost will be verified by the Acquisition Section of the library.
- c. In both the above cases (a and b), for each lost book, pay a compensation charge for losing an old book and thus causing a loss to the library collection.

Sl.	Publication Year	Compensation (₹)
1	Up to last 20 years	500.00
2	Between 21 to 40 years	1000.00
3	Between 41 to 60 years	2000.00
4	Between 61 to 80 years	4000.00
5	Beyond 81 years and more	5000.00

The above Library Rules for Issue/Return, Library Overdue Fines & Fine Waiver will come into force w.e.f. 01.04.2026; the previous cases will be treated with the previously approved library rules.

This has approval of the competent authority.


31.03.26
Prof. Anil K Sharma
Chairman (LAC)