

**A- Replacement of Lost Book by Borrower –**

- i. Replace the monograph with copy of latest edition title along with applicable penalty & processing charges as given –

SNo.	Year of Publication	Penalty
1.	Copyright Yr. 2001 and after	Rs.250.00
2.	Copyright Yr. 2000 and before	Rs.1,000.00

**ii. In case of Multi-volume Set:**

- Replace with same edition of the lost volume plus penalty as above; or
- Latest edition of complete set plus penalty as mentioned above.

**iii. In case of Out-of-Print Title:**

Ledger cost of the book or reproduction cost of the entire book @ Rs.2.00 per page, whichever is higher, has to be recovered, with penalty and processing charges of Rs.1,000.00.

**B- Cost Recovery for the Lost Book by Borrower-****i. General Collection Book:**

Current Cost of the title **plus** penalty and processing charges as follows-

S. No.	Copyright Year of Publication (older than)	Penalty (Rs)
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 80years	4000.00
5	Beyond 81 years and more	5000.00

**ii- In case of Multi-volume Set:**

Current cost of complete set **plus** penalty as mentioned above.