

Rules for levying and collection of fines pertaining to the Central Library, IIT-Guwahati - as approved by the competent authority on 10/1/05 and the amendments on 8/2/05.

1. The rate of fines would remain unchanged. The fine per-day beyond the due date would be Re. 1/- for books and back volumes, Rs. 2/- for current periodicals, and Rs. 20/- for CD's and diskettes accompanying books. This already has the approval of the senate.
2. For long-overdue books, backvolumes, current periodicals/CDs/diskettes
 - (a) The first deadline in case of book, backvolumes, current periodicals /CDs/diskettes shall be 6, 2, and 1, months beyond the due date, respectively. The second deadline in case of book, backvolumes, current periodicals/CDs/diskettes shall be 12, 4, and 2, months beyond the due date, respectively.
 - (b) If the item is overdue by a period exceeding the first deadline but not exceeding the second deadline the library shall stop issuing all items to the user.
 - (c) If the item is overdue beyond the second deadline, the library shall fine the user twice the current cost of the item at the earliest time after the second deadline elapses, and the library shall consider the item as lost. This fine would be in addition to all fines incurred up to then (including fines for the item in question). Thereafter, the library will begin issuing items to the user provided clauses 2(b), is not satisfied in respect of any other item.
 - (d) If the item is reported as lost by the customer before the second deadline elapses, then the library shall fine the user 1.1 times the current cost of the item. However, the user shall be allowed to replace the item with the same edition as that which was lost, or a later edition. In the absence of any intimation to this effect from the user, the library shall recover the fine as stated in this clause.
 - (e) The library shall determine the current cost of the item.
3. Amnesty on fines:
 - (a) The library shall declare an amnesty on all fines with a cutoff date. After the cutoff date, the above fines will be implemented. **The cutoff date is declared as 20/1/05.**
 - (b) Notwithstanding clause 3(a), the due date for an item will be as per LIBSYS (i.e., there will be no amnesty on due dates).
 - (c) This amnesty will not apply to users who do not return overdue books by the cutoff date.

4. Collection of fines and Replacement of lost items:

- (a) For employees: This shall be done by salary deduction. For the time being, the library shall send a statement to the accounts section, by the 20th of each month, for recovery of fines.
- (b) For students: When the accumulated fine in a students account exceeds Rs. 100/-, the library shall issue a note to the student for fine payment at the cash counter of the accounts section. After paying the fine the student shall submit a copy of the cash memo to the library, based on which the fine will be cleared from the student's account. The library shall stop issuing books to a student when the accumulated fine exceeds Rs. 150/-.
- (c) Replacement of lost items: The library shall inform the accounts section about which fines pertain to lost items, with a request to include all such fines in its Non-Recurring or Recurring budget, as the case may be. This inclusion would be in addition to the sanctioned budget. The library shall procure these items, as soon as possible, through the General budget of Books & Back Volumes or Current Periodicals, as the case may be.