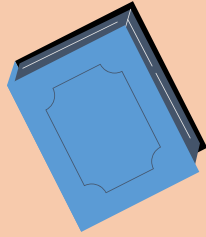


LIBRARY CIRCULATION POLICY



BORROWING PRIVILEGES

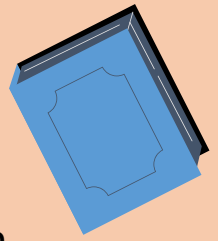
- ✓ Students are allowed to use the library in their respective library periods. They can also use the library during recess as well as after the school gets over. They may consult the library in any other period if they have their teacher's written permission.

LOAN PERIODS

- ✓ Class VI to VIII Students can issue one book at a time for one week.
- ✓ General books are issued for seven days. The system of Overnight / Short-term issue System is also followed (for competitive books, sample papers, essays, periodicals etc.).
- ✓ Faculty and staff can issue books for 3 months.
- ✓ Students may issue the books in their library periods, zero periods, recess and after the school gets over.

LOST AND DAMAGED BOOKS

- ✓ Students are required to check the books at the time of getting them issued. Any damage, if any, should be reported immediately. In case of loss/damage of the issued book, the students must pay the cost of the book.



RENEWALS

- ✓ If renewing a book, students must have the book with them to renew. Books may be renewed only twice. No renewal is given if other member has reserved for the same book.
- ✓ The students must take the Library Clearance i.e., returning the books, submitting their Membership Account, or clearing any other library dues towards the end of the session (when a notice to this effect is sent in the month of January/February).

REFERENCE MATERIALS

- ✓ Reference material for e.g., encyclopedias, dictionaries are for in library use only and cannot be checked out.

POLICY REVIEW

- ✓ Circulation policy will be reviewed annually and may be updated as needed