



ABESIT

LIBRARY NOTICE

ABESIT/LIB./NOTICES/2015-16/26

Date: - 28th June 2016

Subject: - Amendment in Library Norms

This is a request to all the teaching faculty members to get the existing stock of library books (issued in their names) renewed latest by 30th of June, 2016 for the purpose of library updation as there have been some amendments in the library norms to be applicable from **1st of July, 2016.**

With reference to the issue of books for teaching faculty, the revised library norms are as follows-

Earlier Library Norms		Amended Library Norms	
Quantity of books	Duration	Quantity of books	Duration
06 Text books	45 days	06 Text books	30 days
Book Bank	Not issued	*Book Bank	180 days

* From the book bank, only books of the subject taught by the respective faculty member will be issued.

Note: - If a book is not returned in the stipulated time by the respective members, a penalty of Rs. 5/- per day per volume will be charged from the respective members.

With regards,

(Dr. Rakesh Singh Tomar)
Librarian

Copy to:

1. Hon'ble Managing Trustee sir / Hon'ble Advisor Sir,
2. Director –ABESIT
3. Head-Department of CSE/IT/ECE/EEE/ME/CE/Applied Sciences,
4. All Faculty Members (E-Mail)
5. Record Room
6. Institute/Library Website