



WESTCOTT CENTRAL LIBRARY

Christ Church College, Kanpur

IQAC POLICY

BOOK ISSUANCE AND RETURN, INCLUDING OLD AND RARE BOOKS

Student Borrowing Guidelines:

- Students may borrow one book at a time for 14 days.
- Book issuance requires a recommendation from the respective subject teacher, endorsed by the department in charge.
- A fine of one rupee per day will be levied for each day past the due date.
- In case of a lost book, students are responsible for the purchase price determined at the time of accession, in addition to any late return fines.
- Clearance of all dues, including fines, is mandatory before end-semester examinations and issuance of admit cards.

Faculty and Staff Borrowing Guidelines:

- Faculty and staff are entitled to borrow two books for up to six months.
- After six months, books may be renewed or returned.
- Retiring faculty must obtain library clearance.
- The individual responsible for lost books will be charged the purchase price recorded at accession.

Access to Old and Rare Books:

- The library maintains a collection of old and rare books for preservation and academic study.
- These books are kept separate from the general collection and unavailable for borrowing.
- They are preserved for reference within the library premises.

Borrowing Restrictions:

- Books in the rare collection cannot be borrowed.
- Only books in the general collection are available for borrowing by students, faculty, and staff.

Preservation and Security:

- Old and rare books hold historical and academic significance.
- Preservation efforts prioritize their integrity and longevity.
- Special security measures are in place to prevent damage, loss, or theft.

Reference Services:

- Users are encouraged to utilize reference services provided by library staff for accessing information from old and rare books.
- Access to these materials is facilitated within the library under staff supervision.

This policy aims:

1. To ensure fair access to library resources and promote responsible borrowing practices among Christ Church College, Kanpur students, faculty, and staff.
2. To preserve and protect the integrity of the rare book collection while providing valuable academic resources for research and study.


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PRINCIPAL



IQAC COORDINATOR
Coordinator
Internal Quality Assurance Cell
Christ Church College, Kanpur