

## **Central Library**

## **MANIT, Bhopal**

### **NOTICE**

#### ***Deposition of Cost for a Lost / Damaged Book***

For all regular / permanent employees of the institute (including faculty members / administrative staff members / other staff members), the deposition of cost for a lost / damaged book will follow a well – defined, standard policy. If any such subscriber prefers to deposit the cost of a lost / damaged book rather than replenishing it, he / she will be allowed to do so by depositing the cost of the latest available edition in print. In case the book is no longer available / has gone out of print, the cost of the book will be allowed to be deposited by the concerned as per the original recorded cost in the accession register when the book was procured. In case of foreign currency costs, the calculation for replenishment cost will be made on the basis of current GOC currency conversion rates in the particular month of calculation. All these amounts / charges will continue to be deposited in the Accounts Section as before.

Dated: 06 / 06 / 2012

**(Prof. Ajay Pandey)**

**Chairman (Library Advisory Committee)**