



PIBM Library Book Issue Rules for Faculty/Staff

1. Eligibility

- All teaching and non-teaching staff are eligible to borrow books from the Library after submitting Library Membership form which is Approved from HR Department.(Membership form Attached in the mail)

2. Number of Books Allowed

- Faculty: Up to **10 books** at a time
- Non-teaching Staff: Up to **5 books** at a time

3. Loan Period

- Faculty: **30 days**
- Staff: **30 days**

4. Renewals

- One renewal permitted for an additional loan period.

5. Reservations

- Faculty/Staff may place a **hold/reservation** on currently borrowed items via circulation desk.

6. Overdue Fines

- Typically, **faculty/Staff are exempt** from fines but encouraged to return books on time.

7. Lost or Damaged Books

- Must be replaced with the same edition or latest edition.

8. Restricted Materials

- Reference books, rare books, and journals are **not available for loan** but may be accessed within the library.

9. Library Clearance

- Faculty/Staff must obtain a **no-dues certificate** from the library before resignation, transfer.

10. Special Requests

- Faculty can request extended borrowing or special materials for research purposes, subject to librarian approval.