



**ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN
(AFFILIATED TO MUMBAI UNIVERSITY)
24th Road, Bandra (W), Mumbai 400 050**

Library Circulation Policy

1. Borrower Eligibility:

- All currently enrolled students, faculty, and staff members of the college are eligible to borrow materials from the library.
- Valid college ID cards are required to borrow materials.

2. Loan Periods:

- Loan periods may vary depending on the type of material and borrower category.
- Standard loan periods:
 - Books: 2 weeks
 - Reference materials: In-library use only

3. Renewals:

- Borrowers may renew materials if there are no holds or recalls on the items.
- Renewals can typically be done online through email or in person.
- Renewals may be limited to a certain number of times per item.

4. Overdue Fines:

- Overdue fines may be charged for materials returned after the due date.
- Fines vary depending on the material type and the overdue period's length.

5. Lost or Damaged Items:

- Borrowers are responsible for the safekeeping and timely return of borrowed materials.
- Replacement fees are charged for lost or irreparably damaged items.
- Processing fees may also be applied for lost items.

6. Recalls and Holds:

- The library reserves the right to recall materials before the due date if requested by another borrower.
- Holds may be placed on items currently checked out, and borrowers will be notified when the item becomes available for pickup.



Plavendran Irudayasamy

Dr (Fr) Plavendran Irudayasamy

Principal