



PONDICHERRY UNIVERSITY

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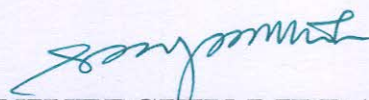
E-CIRCULAR

BOOK DROP FACILITY AT LIBRARY ANNEXE BUILDING

The Book Drop Box kept in the Main Library is currently shifted to the Library Annexe Building and kept at the Main Entrance of the Building. The Library users who could not return the books in the Library during regular working hours can avail this facility.

Kindly note that this facility will be functional only during closure of Main Library. i.e. between 10.00 pm and 8.30 am during weekdays (Monday to Friday), between 5.30 pm and 8.30 am on during weekends (Saturday and Sundays), Summer and Winter Vacation and Public Holidays.

Instructions to use the Book Drop facility are provided in the Annexure. Instructions are also placed near the Book Drop Box. Users are requested to read the instructions carefully before using this facility.

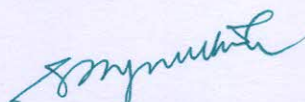

UNIVERSITY LIBRARIAN

Copy to : The Head, Computer Centre, with a request to host the same.

Ananda Rangapillai Library, Pondicherry University

Instructions to use the Book Drop facility

1. This facility will be functional only during closure of Main Library. i.e. between 10.00 pm and 8.30 am during weekdays (Monday to Friday), between 5.30 pm and 8.30 am on during weekends (Saturday and Sundays), Summer and Winter Vacation and Public Holidays.
2. Write the Member Number, time and the Accession Number(s) of the book(s) to be dropped in the Drop Box, in the register available with the security. The register kept for this purpose is only for statistical purpose and mere entry in the register will not be considered that the book(s) is/are returned.
3. Gently drop the books one after another with atleast one second gap.
4. Collect the receipt generated from the system, which is the proof of Return of Book and keep it safely.
5. Ensure the return of book by checking through OPAC (Online Public Access Catalogue). OPAC can be accessed from anywhere through the Library Portal.
6. In case, no receipt is generated during Return of Book or OPAC is showing that the book(s) is/are not returned immediately register the same in the register against the member number or send mail to circulation.lib@pondiuni.edu.in. Alternatively, the user can give a written complaint before 10.30 am on the next working day.
7. The Book Drop will be cleared at 10.30 am on the next working day.
8. In case of any complaint, The users/their representative should be present near the "Book Drop Box" exactly at the clearing time. The books in the Book Drop Box will be physically verified and if the book(s) is/are found, it will be taken in to account.
9. If the book(s) is/are not found or the user/their representative fails to be present at the clearing time, the complaint raised will be considered as void.
10. Tampering of Books/Book Tags will attract a penalty upto Rs. 5,000/-
11. Users are requested to make use of the facility when they are not able to return the book during regular working hours of the Library.



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