

University Central Library – Borrowing Policy Manual (Revised Version)

1. Student Categories

Undergraduate (UG)
Postgraduate (PG)
Doctoral (PhD)

2. Book Categories

General Books
Reserved Books
Reference Books

3. Borrowing Rules

3.1 General Books

UG: Maximum 3 books for 14 days
PG: Maximum 5 books for 21 days
PhD: Maximum 7 books for 30 days

3.2 Reference Books

Not borrowable by any student category
Access permitted only within library premises

3.3 Reserved Books

UG: Maximum 1 book for 3 days
PG: Maximum 1 book for 5 days
PhD: Maximum 2 books for 7 days

4. Borrowing Data Representation (Mandatory)

All borrowing records must be maintained category-wise to ensure policy compliance.

5. Evaluation of New Borrow Requests

Eligibility is evaluated independently for each book category based on student type and existing borrowed count.

6. Handling Incomplete Records

Requests with missing category data must be clarified or routed for librarian approval.

7. Special Conditions

No emotional, exam, or personal reasons override borrowing rules without librarian approval.

8. Responsibility & Accountability

Automated agents must provide explainable decisions. Final responsibility lies with the student.