

to obtain the approval of SI(Academic) through GSO-2 (Library).

Library Stocks

10. The library obtains books/pamphlets from the following sources:

- Purchased from the library grant allotted by the Government. These are Government properties.
- Books, pamphlets/papers published by the Ministry of Defence(MOD)/General Staff Branch of Army Headquarters (AHQ). These are also Government properties.
- Materials received on complimentary basis from different organisations/institutions/individuals both from home and abroad including the British and US Governments. These are the private properties of DSCSC library.

11. The library maintains separate stock books for Government and private properties.

Loans from Library

12. Books are normally issued from the library against the individual card. Where some specific books are issued to syndicate for collective use, the syndicate leader is responsible for the care and security of the books:

Issue of Books.

(1) New books will not be issued before they are classified/catalogued but in emergency cases it may be issued after obtaining special permission from SI(Academic).

(2) Normally not more than 4 books are issued at a time. The normal loan period of books is 14 days, but may on request be extended provided the books are not required by another reader. Requests for renewal of books not in demand should be made to the library staff. Officers are required to sign

been followed on the borrower's card prepared by the library staff.

(3) Books are liable to be withdrawn before the date if required for some special purpose.

(4) When an officer is posted out/leaving DSCSC permanently, he will be required to take clearance certificate from GSO-2(Library).

b. Text Books. Text books will be issued to student officers for the whole duration of the course.

c. Return of Books. Books which are to be returned will be handed over to the Counter Clerk of the library who will mark the borrower's card accordingly. It will be the responsibility of the borrower to ensure that books returned by him are recorded on the borrower's card.

d. Books Overdue. Two reminders will be served for books not returned in time. Books not returned after the last reminder will be assumed to have been lost by the individual concerned and the full replacement cost plus fine as detailed in sub para 'f' below will be charged.

e. Reservations. If an officer requires a book which is already issued, he should fill in the reservation slip available in the counter. The officer will be informed on receipt of the book in the library and given 3 days time to collect it, failing which it will be issued to the next officer on the waiting list.

Loss of Books/Reading Materials.

(1) Borrowers are responsible for all books/reading materials issued to them and will be required to pay the full price of any book lost or damaged at the latest market rates. In the case of new, important and rare books/reading materials the cost to be realised may be up to three times the price of the book. If the book is a part of set containing more than one volume, the borrower will be required to pay for the whole set. If pages, illustrations/pictures are missing at the time of the return, the borrower will be required to pay the cost of the whole book.