

# **Dr B. C. Roy Engineering College, Durgapur**

## **CENTRAL LIBRARY**

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No. BCR/LIB/Notif./2023-24/5

Date: 15.03.2024

### **IMPORTANT NOTIFICATION**

It is hereby notified for information of all concerned that in the event of an exigency, following procedures may be followed by a bona fide member of the Library for borrowing/returning books from the Central Library and Book Bank:

- 1 Member – In case of failure to borrow/return book(s) within notified/due date, the member may submit an application with supporting document(s) to the undersigned for condonation, duly authenticated by the HOD concerned.
- 2 Authorised person – In the event of the member being aware in advance of his/her inability to borrow/return book(s) within notified/due date, he/she may authorise a person to do the same on his/her behalf with a letter of authorisation, duly attesting the signature of the authorised person. It may kindly be noted that in such cases, the member concerned will be solely responsible for all transactions carried out through the authorised person,

**Dr S. C. Biswas**  
Librarian