

# JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

Wakanaghat, Distt. Solan (HP) INDIA 173234

## Penalty for Misuse of Library Services

I .....Library Membership/Roll No..... have been found indulge in following offence in the library.

Activity	Accession No.	Description	Date	Time
Taking book/s outside the library				
Tearing pages of the book				
Damage library properties				
Using Mobile phone in LRC				
Any Other Activity:				

**Student Statement:** .....

Further, whatever action taken by the library is agreeable to me.

Date : \_\_\_/\_\_\_/\_\_\_\_\_

Signature of the Student

### Action Taken by the Library

Penalty Details					
First Time Defaulter	<input type="checkbox"/>	Second Time Defaulter	<input type="checkbox"/>	Third Time Defaulter	<input type="checkbox"/>
Counselling/Warning	<input type="checkbox"/>	Replace Damaged Material	<input type="checkbox"/>		
1 Month - Suspension	<input type="checkbox"/>	Fine Rs. 500/-	<input type="checkbox"/>		
3 Months - Suspension	<input type="checkbox"/>	Fine Rs. 1000/-	<input type="checkbox"/>		
6 Months - Suspension	<input type="checkbox"/>	Fine Rs. 5000/-	<input type="checkbox"/>		

**Payment Details:**

Amount Paid: Rs \_\_\_\_\_ Receipt No \_\_\_\_\_ Date: \_\_\_\_\_

*Circulation In-charge*

*Librarian*