

ODISHA POLICE  
STATE HEADQUARTERS, CUTTACK.

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OFFICE ORDER NO/ 1522 /LIB.,

Dated 10.05.1996.

It is noticed that books are being issued from the Police Libraries without any limit on number and many borrowers are getting more and more books issued without returning a single book and retaining the books for years together. Such practice is deplorable as not only it deprives others of the benefit and opportunity of reading the books but also leads to eventful depletion of the Library. The accountant General, Odisha has also called serious objections to such long pendency of books with the borrowers.

In order to obviate such harmful practice and ensure proper management of the Police Libraries, the following guidelines should be strictly followed by all concerned.

1. Not more than 3 books will be issued to any individual borrower at a time.
2. No books will be issued to a borrower unless pending books are returned to the Library.
3. Any book taken from the Library by a borrower should be returned within a fortnight.
4. If any borrower wishes to retain a book beyond a fortnight for any reason, he /she should get the issue renewed for another fortnight with the approval of the Head of the Office. In any case, no book should be retained by a borrower beyond one month.
5. If any book is lost, damaged or defaced by a borrower either it should be replaced by a new edition at his/her own cost or the prevailing market price of the book, if is available in the market or otherwise five times the purchase cost of the book should be deposited by him/her. If the book or Publication is not priced at the time of acquisition, notional price should be fixed by the Head of the Office taking into account literary/ topical value of the book.
6. In case a borrower wants to take more than the prescribed number of books at a time, the specific orders of the Head of the Office should be obtained.
7. The Librarian should promptly put up before the Head of the list of books with names of borrower who have retained the same for more than one month.
8. The powers of the Head of the Office mentioned above relating to the State Police Headquarters Library will be exercised by the Spl. I. G. of Police, (TS&M).

SD/-

10.05.1996

Director General and Inspector General of Police,  
Odisha, Cuttack.