

NATIONAL SCHOOL OF DRAMA
LIBRARY

NOTICE

(Fine System as per Library Rules)

S.No.	Books	Time/Period for issue	Fine per day after due date
1.	Text Books/Scripts	21 days	Rs.1/- per day
2.	Technical and other books	14 days	Rs. 2/- per day
3.	Bound Journals and periodicals	10 days	Rs.2/- per day
4.	Reference Books as per recommendation from Faculty members/Dean & Academic Affairs except Dictionaries, Thesauruses, Encyclopedias, Bibliographies, very expensive general books, art and rare books.	10 days	Rs.3/- per day

Library Timing

Days	Timing
All working days (from Monday to Friday) except Saturday, Sunday all Government Holidays and other holidays observed by NSD if any	10.00 am to 8.00 pm

Photocopier Machine

Library photocopy machine service should be used for student and Teacher class work only. No other work should be done on the Library photocopy from the other departments.

Photocopy Rates in the Library

NSD Students: Rs. 1.00
Outsiders: Rs. 2.00

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The rate of payment will be as follows:-

Books	1	Up to 10 year old, twice the times value of the book + Rs. 200/- as penalty.
	2	10+10 = 20 year old, three times the value of the book +200/- as penalty.
	3	20 + and more year. old, 4 times and above the value of the book + Rs. 200/- as penalty

CYCLOSTYLED SCRIPTS: Cost value plus Binding cost.

PERIODICALS	1	Up to 5 year old, double it's value
	2	5+20 year old, 3 times it's value
	3	More than 20 year old, 4 times it's value.