Procedure for collection of collection and management of Library Revenue and Refunds

Purpose: To ensure proper accounting and record keeping of revenue collected from the Library Services, timely deposit in the Finance Departments.

1. Scope: The Global Library collects revenue on the following accounts from students and other users of the library.
   a. Photocopy and printing
   b. Photocopy & printing (prepaid accounts)
   c. Fines (Overdue items)
   d. Cost of lost items
   e. Membership fees
   f. Membership Security
   g. Vendor Security
   h. Scrap sale
   i. Information Services or document supply
   j. Interlibrary loan reimbursements

Rates of various charges are fixed by the Library Committee from time to time.

The activity is performed by all the Library staff managing the service points.

Related Documents: Library Rules

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<thead>
<tr>
<th>S.N.</th>
<th>Activity</th>
<th>Responsibility</th>
<th>Reference</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Collection of Revenue</td>
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<td>1.1</td>
<td>The fee will be collected at the point of delivery of service i.e. service desk, by an authorized library staff not below the rank of Library Assistant.</td>
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<td>An official signed receipt for a transaction of rupees 10 or above will be issued by the staff collecting the revenue immediately. Complete details of like date, name of the depositor, purpose, amount etc will be filled up in the printed receipt.</td>
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<td>A consolidated receipt for amounts less than rupees 10, for the respective shift will be prepared by the staff-on-duty</td>
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<td>Staff-on-duty</td>
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</table>
### Procedure for collection of collection and management of Library Revenue and Refunds

1. **Refunds & payments**

   **a.** Following type of payments in cash may be authorized the Library Director, up to a limit of Rupees 5000/-, from the Library Revenue
   
   i. Refund of excess fine charged
   
   ii. Cost of lost items paid, but recovered later.
   
   iii. Photocopy/printing expenses for the items obtained from other libraries/sources
   
   iv. Refund of Membership Security

   **b.** Person seeking payment/refund will submit a Refund Request form at the Service Desk. Where ever available original receipt number will be mentioned on the request for refund. After verification and Library Director will authorize the payment.

2. **Scrutiny and Records keeping**

   **a.** Revenue details and refunds from all staff-on-duty are checked, and consolidated, on a weekly basis. Revenue collected from all staff.

   **b.** Revenue is deposited at periodical intervals, not more than a month, in the Finance Department using a Revenue Voucher form. Receipt issued by the Finance Department is filed.
Finance Department will book the revenue and payments in respective heads which will reflect in the accounts book.