

**GOVERNMENT OF INDIA
GEOLOGICAL SURVEY OF INDIA**

No. _____ Dated the _____ 198 .

From _____ To _____
The Librarian,
Geological Survey of India,
29, Jawaharlal Nehru Road,
Calcutta-700016.

SUBJECT : Inter-Library loan.

Dear Sir/Madam,

Please refer to your letter No.....dated..... requesting us for loan of publication(s).

1. The publication(s) required by you against serial Nos.....is/are available in our library and sent on loan per bearer of your letter/by *Registered Post* which may kindly be returned to this Library within.....days. Meanwhile, the enclosed library loan slip(s) may be returned duly signed by you.

2. The publication(s) required by you against serial Nos..... is/are issued out on loan at present. Please enquire again after.....days.

3. The publication(s) against serial Nos.....is/are available in our library but due to its/their frequent demand by our members of the staff it is difficult to lend the same even for a short period.

4. The publication(s) against serial Nos.....appear(s) to be available in our library but fuller details regarding title/author/page no(s)/volume/issue no/year is/are required to lend the particular reference(s) to you.

5. The publication(s) as per list enclosed/mentioned below was/were issued to you on loan for..... days on.....which is/are already overdue. You are requested to return the same to this Library through your representative/ by *Registered Post* immediately on receipt of this letter.

6. The publication(s) asked for on loan cannot be issued out as it/they is/are in damaged condition and *it/they is/are of a Restricted nature.*

Enclo(s) :

Yours faithfully,

Librarian,
Geological Survey of India.

*Extract from Rule No. 3 : The registered postal charges should be borne by the borrowers. Special care should be taken so that publications are returned safely to the Library without any damage to them either by mishandling or in postal transit. In all cases the borrower will be held responsible for the loss or damage. A separate loan slip must be filled in for each volume borrowed. The borrower is responsible for the volume(s) so long as the slips remain uncanceled. It is, therefore, to the interest of the borrower to see that the loan slips are duly cancelled and collected back by them.