

**SCHEDULE – II**

**FIRST REMINDER**

**STATE CENTRAL LIBRARY  
MEGHALAYA:SHILLONG**

Date .....

To

Shri./ Shrimati \_\_\_\_\_  
\_\_\_\_\_

Dear Sir/ Madam,

I wish to remind that the following books borrowed by you from the Library were/ was not returned on the due date.

\_\_\_\_\_  
\_\_\_\_\_

I should be glad if you would return them as soon as possible so that someone else may read it.

Yours Faithfully

**Borrower's No.** \_\_\_\_\_

**Librarian**

**SCHEDULE – III**

**SECOND REMINDER**

**STATE CENTRAL LIBRARY  
MEGHALAYA:SHILLONG**

To Shillong .....

Shri./ Shrimati \_\_\_\_\_

\_\_\_\_\_

The under mentioned book (s) borrowed by you on the date given below is/are overdue, and should be returned to the Library immediately.

I must remind you that borrowing from the Library is a privilege, not a right. Unless you comply with the conditions of borrowing the privilege will be withdrawn

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Librarian**