



LRC Circulation Policy – Students

User Category

Students

Resource Category

Books / Textbooks
Career Guides
Annual Reports
Journals

Audio-Visual material

CD
DVD

Issue Limit for Students

Hyderabad Campus

Resource	Quantity	Duration
Books	10	15 days
Career Guides	2	2 days
Annual Reports	2	2 days
Journals (back Issues)	2	3 days
AV Resources		
CD-ROMs	2	2 days
DVD	2	2 days
Audio Book	1	2 days

Mohali Campus

Resource	Quantity	Duration
Books	10	15 days
Journals (back Issues)	2	3 days
DVD	2	2 days

Issue Policy

- ❖ Resources are issued within the issue limit of the user.
- ❖ The Student ID card should be presented at the time of issue.
- ❖ The Users should get the documents duly issued at the Circulation Counter.
- ❖ The documents should be collected in person.
- ❖ The latest issues of the journals will not be issued.
- ❖ Case Studies will not be issued.

- ❖ Course books of the current term and the immediate next term are made available for reference only. Users are requested to submit their ID card and refer the course books within LRC. However, the Course Books for the previous terms will be made available as normal books after the completion of term.
- ❖ Reference resources will not be issued.
- ❖ Videos will not be issued out of LRC. The same can be viewed within the LRC.
- ❖ The identity of the person who has borrowed a particular resource will not be revealed to the other users.

Reservation

- ❖ Resources can be reserved only when they are on loan. Reservations for the available resources will not be accepted.
- ❖ The availability of the reserved item would be informed through e-mail.
- ❖ The reserved resource should be collected from LRC within 24 hours after intimation. Otherwise the reservation stands cancelled.

Return

- ❖ Books should be returned within the due date mentioned on the Due Date Slip.

Reminders

- ❖ Reminders would be sent to the Users Daily.

Renewal

- ❖ Books can be renewed twice for 15 days if there is no reservation against the particular item.
- ❖ Journals can be renewed once for 3 days.
- ❖ Course books will not be renewed.
- ❖ AV Resources can be renewed once for 2 days if there is no reservation against the particular item.

Fine Schedule

- ❖ A fine of Rs. **25/-*** per resource/day would be charged for overdue AV Resources.
- ❖ A fine of Rs. **10/-*** per resource/day would be charged for Books and other overdue items.
- ❖ The fine details of each user would be submitted to the Accounts Dept. on a quarterly basis who would take further action.

Lost/Damaged Resources

- ❖ The Users should report to LRC if he/she loses or damages a particular resource.
- ❖ The Users should replace the resource at their own cost within 30 days.
- ❖ If the User fails to replace the book within the stipulated time, the LRC would initiate the purchase and you would be charged the actual cost of the resource plus 20% as an additional charge towards replacement cost of the book. *

Information Service

- ❖ Special Service would be provided to the Students for retrieval of information from the Electronic Resources available with LRC.

The Circulation Policy would be reviewed from time to time based on the feedback from the User Group.

* GST Applicable
