



| Document Detail |                                                                                                            |
|-----------------|------------------------------------------------------------------------------------------------------------|
| Title           | LRC Circulation Policy – PGPMAX Students                                                                   |
| Purpose         | It will explain in detail about the resources, services and the circulation issue policies provided by LRC |
| Audience        | PGPMAX Students                                                                                            |

### User Category

PGPMAX Students

### Resource Category

- ❖ Books
- ❖ Career Guides
- ❖ Annual Reports
- ❖ Journals
- ❖ Audio-Visual material
- ❖ CD
- ❖ DVD
- ❖ Video Cassettes

### Issue Limit for Students

| Resource               | Quantity | Duration                    |
|------------------------|----------|-----------------------------|
| Books                  | 10       | 6 weeks                     |
| Career Guides          | 2        | 2 days                      |
| Annual Reports         | 2        | 2 days                      |
| Journals (back Issues) | 2        | 3 days                      |
| <b>AV Resources</b>    |          |                             |
| CD-ROM                 | 2        | 2 days                      |
| DVD                    | 1        | 2 days                      |
| Video Cassette         | 1        | Reference only (Within LRC) |

### 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, however they can be referred at LRC premises.
- ❖ 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.
- ❖ Only Books can be issued out of campus.
- ❖ The Users should return the books through bubble rapper courier incase the items have been requested by another patron.
- ❖ Regarding the condition of the books that are returned to LRC, the decision of the LRC staff who receives the courier would hold good.
- ❖ All resources issued during the previous term should definitely be issued/reissued physically at the start of the next term.

### **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. Please note that the reservation facility can be utilised only when the students are undergoing a term on campus.

### **Return**

- ❖ Issued Resources should be returned within their time limit.

### **Reminders**

- ❖ Reminders would be sent to the Users for the items overdue in their account on daily basis.
- ❖ Review notice would be sent to the Users one week before the term start for all the items issued in their account

### **Renewal**

- ❖ Journals can be renewed once for 3 days within the stipulated time of your stay on the campus if there is no reservation against the particular item.
- ❖ AV Resources can be renewed once for 2 days within the stipulated time of your stay on the campus if there is no reservation against the particular item.

### **Fine Schedule**

- ❖ A fine of Rs. 100/- per resource/day would be charged for all overdue Resources.
- ❖ 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 6 weeks.
- ❖ 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% the additional charge.

### **Information Service**

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

The Circulation Policy may be reviewed and changed/updated at the discretion of ISB as and when required.

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