

LRC Circulation Policy – Students

User Category

Students

Resource Category

Books

- ❖ Textbooks
- ❖ Career Guides
- ❖ Annual Reports

Journals

Audio-Visual material

- ❖ CD
- ❖ Floppies
- ❖ DVD
- ❖ Video Cassettes

Issue Limit for Students

Resource	Quantity	Duration
Books	10	15 days
Course Books/Text Books		Reference
Career Guides	2	2 days
Annual Reports	2	2 days
Case Studies		Reference
Journals (back issues)	2	3 days
AV Resources - Floppies /CDs	2	2 Days
DVD	1	2 Days
Video Cassettes		Reference

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.
- ❖ 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.
- ❖ The course books for the future terms will be issued for 5 days 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 & DVDs will not be renewed.

Fine Schedule

- ❖ A fine of Rs. 25/- per resource/day would be charged for overdue Text Books and DVDs.
- ❖ A fine of Rs. 10/- per resource/day would be charged for 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% the additional charge depending on the type of the resources.

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

