LRC Circulation Policy

The motto of the Learning Resource Centre is to provide User Oriented Service.

User Category

- **Academic Associates**
- **Research Associates**
- **Teaching Associates**

Resource Category

- **Books**
- **Journals**
- **Audio-Visual material**

Issue Limit

User Category	Resource	Quantity	Duration
▪ Academic Associates ▪ Research Associates ▪ Teaching Associates	Books	15	1 Month
	Journals (back issues)	2	3 days
	AV Resources	2	2 days
	DVDs	1	2 Days

Issue Policy

- **Resources are issued within the issue limit of the user.**
- **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.**

Issue of Course books

- **The Academic Associates, Teaching Associates working for the Faculty would receive one copy of the Textbook at the start of the Course. The same should be returned to LRC at the end of the Term.**

Reservation

- Resources can be reserved only when they are on loan. Reservations for the available resources will not be accepted.

- Users cannot reserve the resource that is currently on loaned with them.
- 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

- **Resources should be returned within the due date mentioned on the Due date Slip.**

Renewal

- **Books can be renewed twice if there is no reservation against the particular item.**

Reminder

- **Reminders will be sent daily**

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**

Information Service

- **Special Service would be provided to the Post Doctoral Fellow for retrieval of information from the Electronic Resources available with LRC.**

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