

LRC Circulation Policy – Faculty

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

User Category

- ◆ Faculty

Resource Category

- ◆ Books
- ◆ Journals
- ◆ Audio-Visual material

Issue Limit for Faculty

User Category	Resource	Quantity	Duration
Faculty	Books	20	4 Month
	Journals (back issues)	5	3 days
	AV Resources	2	2 days
	DVDs	1	2 Days

Issue of Course books for Teaching Associates

- ◆ The Teaching Associate 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.

Issue

- ◆ 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.

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

- ◆ Daily Reminders will be sent to all the overdue items.

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 with the feedback from the User Group.

Information Service

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

