

## **LRC Circulation Policy –Institutional Membership**

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### **Issue**

- ❖ Each Institutional member is allowed to borrow a maximum of two books at a time.
- ❖ The period for issue would be for 3 weeks. Renewal will not be accepted.
- ❖ No Academic Journal / Magazine / text book / reference book/AV resources would be issued out.

### **Return**

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

### **Reminders & Fines**

- ❖ An overdue fine of Rs.25/- per day per document would be charged.
- ❖ A reminder would be sent to the e-mail id (mentioned in the Membership form) a day prior to the due date of the book.

### **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 48 hours after intimation. Otherwise the reservation stands cancelled.

### **Lost/Damaged Resources**

- ❖ In case of loss / damage of books, the members should replace the book within one month of Notice from LRC.
- ❖ If the member fails to replace the book within the stipulated time, the LRC would initiate the purchase and the member would be charged the actual cost of the resource plus 20% the additional charge towards the replacement fee, failing which, the amount would be adjusted against the Security Deposit.