



LRC Circulation Policy

Executive Fellow Programme in Management (EFPM)

Resources Category

- Books / Textbooks
- Journals / Magazines
- AV Resources - CD / DVD

Issue Limit

Resources	Quantity	Duration
Books / Textbooks	20	1 Month
Journals/Magazines (Back Issues)	5	3 Days During the Stay on Campus
AV Resources - CD/ DVD	2	2 Days During the Stay on Campus

Issue Policy

- Resources are issued within the issue limit of the user.
- The Patron 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 only be included in academic course packs as needed for which LRC obtains required copyright permission.
- Reference resources will not be issued. The same can be referred within the LRC.
- 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 cannot be accepted because of the system limitation.
- Users cannot reserve the resource that is currently on loan with them.
- The availability of the reserved item will be informed through e-mail.
- The reserved resource should be collected from LRC within 24 hours after intimation. Otherwise, the reservation stands cancelled.

Return & Reminders

- Books should be returned within the due date mentioned on the Due Date Slip.
- Daily reminders will be sent for all the overdue items.

Renewal

- Books can be renewed twice if there is no reservation against the particular item.
- Journals can be renewed once for 3 days if there is no reservation against the particular item.
- AV Resources can be renewed once for 2 days if there is no reservation against the particular item.

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 will initiate the purchase, and you will be charged the actual cost of the resource plus 20% as an additional charge* towards the book's replacement cost.

Information Service

- Special service would be provided to the patrons to retrieve information from the electronic resources available with LRC.

Off-Campus Access

- LRC has also facilitated seamless access to online resources through [RemoteXs off-campus access](#).

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

* GST Applicable
