



## LRC Circulation Policy – PGPMAX Students

**User Category**  
PGPMAX Students

### Resource Category

- ❖ Books
- ❖ Magazines
- ❖ AV Resources

### Issue Limit for Students

Resource	Quantity	Duration
Books	10	6 weeks
Magazines (back Issues)	2	3 days
AV Resources		
CD-ROMs	2	2 days
DVD	2	2 days
Audio Book	1	2 days

### 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.
- ❖ 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.
- ❖ Only Books can be issued out of campus.
- ❖ The Users should return the books through bubble rapper courier incase the items have been requested by another patron.
- ❖ Regarding the condition of the books that are returned to LRC, the decision of the LRC staff who receives the courier would hold good.
- ❖ All resources issued during the previous term should definitely be issued/reissued physically at the start of the next term.

### 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. Please note that the reservation facility can be utilised only when the students are undergoing a term on campus.

## Return

- ❖ Issued Resources should be returned within their time limit.

## Reminders

- ❖ Reminders would be sent to the Users for the items overdue in their account on daily basis.
- ❖ Review notice would be sent to the Users one week before the term start for all the items issued in their account

## Renewal

- ❖ Journals can be renewed once for 3 days within the stipulated time of your stay on the campus if there is no reservation against the particular item.
- ❖ AV Resources can be renewed once for 2 days within the stipulated time of your stay on the campus if there is no reservation against the particular item.

## Fine Schedule

- ❖ A fine of Rs. 25/-\* per resource/day would be charged for overdue AV Resources.
- ❖ A fine of Rs. 10/-\* per resource/day would be charged for Books and 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 6 weeks.
- ❖ 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.\*

## Information Service

- ❖ Special Service would be provided to the Students for retrieval of 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 would be reviewed from time to time based on the feedback from the User Group.

\* GST Applicable

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