



## LRC Circulation Policy

### Staff

#### Resources Category

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

#### Issue Limit

Resources	Quantity	Duration
Books	5	1 Month
Journals/Magazines (Back Issues)	2	3 Days
AV Resources - CD/ DVD	2	2 Days

#### Issue Policy

- Resources are issued within the issue limit of the user.
- The Staff 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.

#### 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 email.

#### Return & Reminders

- Books should be returned within the due date mentioned on the Due Date Slip.
- Review notices and overdue notice reminders would be sent to the Users Daily.

#### 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*

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