



LRC Circulation Policy

PGP MAX Students

Resources Category

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

Issue Limit

Resources	Quantity	Duration
Books	10	6 Weeks
Journals/Magazines (Back Issues)	2	3 Days
AV Resources - CD/ DVD	2	2 Days

Issue Policy

- Resources are issued within the user's issue limit.
- The Student ID card should be presented at the time of borrowing.
- 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/magazines will not be issued.
- Reference resources will not be issued.
- 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 user should return the books through Bubble Rapper courier in case another patron requests the items.
- 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 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 will 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 & Reminders

- Books should be returned within the due date mentioned on the Due Date Slip.
- Overdue reminders would be sent to the Users Daily and 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. 10/-* per resource/day would be charged for Books and other overdue items.
- A fine of Rs. 25/-* per resource/day would be charged for overdue AV Resources.
- 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 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 students 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
