



LRC Circulation Policy

PGP PRO Students

Resources Category

- Books / Textbooks

Issue Limit

Resources	Quantity	Duration
Books	10	30 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.
- Course books of the current term and the immediate next term are made available for Reference only. Users are requested to submit their ID card and refer the course books within LRC.
- However, the Course Books for the previous terms will be made available as normal books after the completion of term.
- 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.

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.
- You may kindly request books available at LRC - HYD/MOH by placing a request in advance (Latest by Monday Fore Noon) by sending email to LRC HYD / LRC MOH.
- The requested resource will be sent to SPOC of the respective centers (Delhi, Mumbai and Bangalore) and you may get it issued the same during the following week.

Return & Reminders

- Books should be returned within the due date mentioned on the Due Date Slip.
- Overdue reminders will be sent to the users daily.

Renewal

- Books can be renewed once for 30 days 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.
- 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
