



## LRC Circulation Policy

### Faculty

#### Resources Category

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

#### Issue Limit

Resources	Quantity	Duration
Books / Textbooks	20	4 Months
Journals/Magazines (Back Issues)	5	3 Days
AV Resources	2	2 Days

#### Issue of Textbooks for the Teaching Associates

- The Teaching Associate working for the Faculty would receive one copy of the Textbook at the start of the Course. The same should be returned to LRC at the end of the Term.

#### Issue Policy

- 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.
- The availability of the reserved item will be informed through e-mail.

#### 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.
- 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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