



## LRC Circulation Policy

### PGP Students

#### Resources Category

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

#### Issue Limit

Resources	Quantity	Duration
Books	10	15 Days
Journals/Magazines (Back Issues)	2	3 Days
Career Guides	2	2 Days
AV Resources	2	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 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.
- No access to the Case Studies.
- Textbooks of the current term and the immediate next term are made available for reference only. Users are requested to submit their ID cards and refer to the textbooks within LRC. However, the Textbooks for the previous terms will be made available as normal books after the completion of the 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.

#### 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 for 15 days if there is no reservation against the particular item.
- Journals can be renewed once for 3 days.
- Course books will not be renewed.
- AV Resources can be renewed once for 2 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.
- 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 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 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

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