



## LRC Circulation Policy Advanced Management Programmes

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### User Category

CBA, HMP, LIM, MPMO, MPPP

### Resource Category

Books  
Journals

### Audio-Visual material

CD/DVD/Audio Book

### Issue Limit for Students

Resource	Quantity	Duration
Books	5	Issued to the extent of next residency
Journals (back issues)	2	3 days during campus stay
<b>AV Resources</b>		
CD-ROM/DVD/Audio Book	2	2 days during campus stay

### Issue Policy

- ❖ Resources are issued within the issue limit of the user during their residency on campus
- ❖ The issued books to be returned during the next residency either at Hyderabad/Mohali. However, LRC has every right to recall the resource/s in case of high demand by the internal user groups.
- ❖ The Student 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 only be included in academic course packs as needed for which LRC obtains required copyright permission.
- ❖ Reference resources will not be issued. The same can be referred within the LRC.
- ❖ 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.
- ❖ All resources issued during the previous term should definitely be returned/ reissued physically at the start of the current 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 would 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 utilized only when the students are undergoing a term on campus.

### **Return**

- ❖ Issued Resources should be returned within their time limit.

### **Reminders**

- ❖ Reminders would be sent to the Users for the items overdue in their account on daily basis.
- ❖ Review notice would be sent to the Users one day before the due date of 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. 25/-\* per resource/day would be charged for overdue AV Resources.
- ❖ 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 shared to their respective programme coordinators before their graduation in order to provide no due clearance from LRC.

### **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 would initiate the purchase and you would be charged the actual cost of the resource plus 20% as an additional charge towards replacement cost of the book.\*

### **Information Service**

- ❖ Special service would be provided to the students for retrieval of information from the Electronic Resources available with LRC.

The Circulation Policy may be reviewed and changed/updated at the discretion of ISB as and when required.

\* GST Applicable

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