



LRC Circulation Policy – FPM/PDF

User Category

Fellow Programme in Management/Post-Doctoral Fellow

Resource Category

Books
Journals
Audio-Visual material

Issue Limit for FPM/PDF

Resource	Quantity	Duration
Books	20	4 Months
Journals (back issues)	5	3 days
AV Resources		
CD-ROMs	2	2 days
DVD	2	2 days
Audio Book	1	2 days

Issue Policy

- ❖ Resources are issued within the issue limit of the user.
- ❖ The Patron 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.

Reservation

- ❖ Resources can be reserved only when they are on loan. Reservations for the available resources will not be accepted.
- ❖ Users cannot reserve the resource that is currently on loaned with them.
- ❖ The availability of the reserved item would be informed through email.
- ❖ The reserved resource should be collected from LRC within 24 hours after intimation. Otherwise the reservation stands cancelled.

Return

- ❖ Resources should be returned within the due date mentioned on the Due Date Slip.

Renewal

- ❖ Books can be renewed twice if there is no reservation against the particular item.
- ❖ Journals can be renewed once for 3 days.
- ❖ DVDs can be renewed once for 2 days.

Reminder

- ❖ Reminders would be sent to the users for the items due in their account.

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 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 FPM/PDF for retrieval of information from the Electronic Resources available with LRC.

The Circulation Policy would be reviewed from time to time with the feedback from the User Group.

* GST Applicable
