



LRC Circulation Policy – Faculty

User Category

Faculty

Resource Category

Books
Journals
Audio-Visual material

Issue Limit for Faculty

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 of Course books for 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

- ❖ 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 would be informed through email.

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 if there is no reservation against the particular item.
- ❖ AV Resources can be renewed once for 2 days if there is no reservation against the particular item.

Reminder

- ❖ Daily Reminders will be sent to all the overdue items.

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 Faculty 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
