



## LRC Circulation Policy – PGPPRO Students

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### User Category

PGPPRO Students

### Resource Category

Books

### Issue Limit for Students

Resource	Quantity	Duration
Books	10	15 days

### Issue Policy

- ❖ Resources are issued within the issue limit of the user.
- ❖ 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.
- ❖ 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 would be informed through e-mail.
- ❖ The reserved resource should be collected from LRC within 24 hours after intimation. Otherwise the reservation stands cancelled.

### Return

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

### Reminders

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

### Renewal

- ❖ Books can be renewed once for 15 days if there is no reservation against the particular item.

### **Fine Schedule**

- ❖ A fine of Rs. **100/-\*** per resource/day would be charged for Books and other overdue items.
- ❖ 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 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 would be reviewed from time to time based on the feedback from the User Group.

\* GST Applicable

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