



LRC Circulation Policy – Staff

User Category

Staff

Resource Category

Books
Journals

Audio-Visual material

CD
DVD
Audio Book

Issue Limit for Staff

Resource	Quantity	Duration
Books	5	1 Month
Journals (back Issues)	2	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 Staff 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 not be issued, however they can be referred at LRC premises.
- ❖ Reference resources will not be issued.
- ❖ 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.
- ❖ 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.
- ❖ DVDs 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 Staff 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
