



## LRC Circulation Policy

### Advanced Management Programmes

#### Resources Category

- Books / Textbooks
- Journals / Magazines
- AV Resources - CD / DVD

#### Issue Limit

| Resources                        | Quantity | Duration                               |
|----------------------------------|----------|--|
| Books                            | 5        | Issued to the extent of next residency |
| Journals/Magazines (Back Issues) | 2        | 3 Days during campus stay              |
| AV Resources - CD/ DVD           | 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.
- 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 will be informed through e-mail.
- The reserved resource should be collected from LRC within 24 hours after intimation. Otherwise, the reservation stands cancelled.

### **Return & Reminders**

- Books should be returned within the due date mentioned on the Due Date Slip.
- Review notices and overdue notice reminders would be sent to the Users Daily.

### **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. 10/-\* per resource/day would be charged for Books and other overdue items.
- A fine of Rs. 25/-\* per resource/day would be charged for overdue AV Resources.
- 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 30 days.
- If the User fails to replace the book within the stipulated time, the LRC will initiate the purchase, and you will be charged the actual cost of the resource plus 20% as an additional charge\* towards the book's replacement cost.

### **Information Service**

- Special service would be provided to the students to retrieve information from the electronic resources available with LRC.

### **Off-Campus Access**

- LRC has also facilitated seamless access to online resources through [RemoteXs off-campus access](#).

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

\* GST Applicable

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