

Rules & Regulations:

LRC will remain open for all the users during the following hours on all working days:

Timings: Circulation desk will be open from Monday to Friday at 9.00 a. m. to 6.00 p. m. and Reading Hall kept open all the days at 8.00 a.m. to 8.00 p.m.

Learning Resource Centre materials will be issued/returned, only if the borrower shows the Institute Smart ID Card at the circulation Desk.

The ID card is a must for borrowing LRC materials, and it's not transferable. Members are held responsible for all items issued on their name, until the materials issued in their name are returned by the respective members to the LRC.

Once issued, it cannot be returned on same day. Materials issued out from the LRC are to be returned at the Circulation Desk during its working hours.

Materials issued out to be returned on or before the due date, failing which the student will be required to remit a fine of Rs. 4.00 per book library material per day beyond the due date.

Printout Charges (A4 sheet only): Rs. 2/- per page and Photocopy Charges (A4 sheet only): Rs. 1/ per sheet

We will usually send reminders for the overdue items, but non-receipt of reminders is no reason for returning books Library materials late.

All members are requested to keep their personal belongings at the Property Counter at their own risks. Library staffs are not responsible for loss or damage of any personal belongings.

No books in damaged conditions will be accepted from the borrowers. Damaged or spoiled books may have to be replaced by the borrower.

LRC materials can be renewed, if there are no reservations on them by other users and same materials can't be renewed more than once. LRC staff may recall a book at any time before its due date based on urgency.

Members can reserve only those materials, which are already issued at the Circulation Desk and one reader can reserve maximum two books at any given time. Reserved books will be kept on hold at the Circulation desk for maximum one working day after intimation from the LRC.

Members shall replace the book if lost with latest edition along with overdue charges and Rs. 50/- as Technical processing fee.

LRC IS A QUITE STUDY AREA: Mobile phones are banned in the LRC; anybody found using them will be penalized.

All the students are required to strictly adhere to the above regulations and cooperate with the library staff for smooth and efficient functioning of the library

For more information and other services Contact: library.blr@welingkar.org



LIBRARIAN



DEAN

Borrowing Privileges

Sl.No.	Category	Books	Loan Period	Magazine/ Journals on Loan	Audio Visual Material
1	Students	3+1	7 days	1 for 2 days	1 for overnight
2	Faculty Members	10	30 days	2 for 7 days	1 for 7 days
3	Visiting Faculty	3	15 days	-	Access in LRC
4	Staff Members	4	15 days	2 for 7 days	1 for 7 days

*Reference Books, Project Report and WeSchool event CDs will not be issued to Students. These are meant for reference only.



LIBRARIAN



DEAN