

Frequently Asked Questions (FAQs)

Ques. 1 What are the general Rules and Guidelines of the Library?

Ans. Please [Click here](#) to know more details.

Ques. 2 How can I become member of the Library?

Ans. There is no form is required to become Library Member. New Member details will be added in the Library database once your academic registration is done. Library registration/renewal has to be done for every semester during academic registration

Ques. 3. Is there any separate Library Card will be issued for using the Library.

Ans. There is no separate card issued for members to use the Library. Institute Identity card (I-card) is sufficient to visit the Library for referring the collections. Bonafide members only will have borrowing privileges.

Ques. 4. How do I search Library collection/resources?

Ans. Library is automated and the collections are searchable through **Online Catalogue**.

Ques. 5. How do I reserve Book(s)?

Ans. Issued books can be reserved online subject to the maximum limit. [Click Here](#) to reserve a book.

Ques.6. How do I recommend a book for purchase in the Library?

Ans. First check the availability status of the book in the Library to avoid any duplication. Selected book(s) can be recommend through a prescribed [indent form](#) and send the dully filled form through Department Library Convener/HOD or Director to the Central Library.

Ques.7. I am teaching a course. How many copies can be recommended?

Ans. First check the availability status of the book(s) already available in the Library. Library follows Book/Student ratio 1:10. You may also make a request for additional copies.

Ques.8. I have lost a Library Book. What is the procedure for clearance?

Ans. Replacement: You can replace the exact version in terms of edition, pages of the Book Lost. Repayment: Please download [\(PDF\)](#) and send us filled form.

Ques.9. How do I recommend subscription to a new journal in the Library?

Ans. Request for subscription to a new journal can be sent through your HOD to the Librarian. Library can subscribe to only limited number of journals for a given

Department / Centre from the funds allocated to the respective Department / Centre from the total budget of the Library.

Ques. 10. How do I access E-resources subscribed by the Library? Do I need any separate login/password?

Ans. Most of the E-resources are accessible through IP authenticated within the campus. However instructions are given for accessing particular E-resources. You may also contact the concerned I/c or the Librarian to know more details.

Ques. 11. I am going on long Leave/Tour. Do I need to return the book(s) which I borrowed?

Ans. Yes. Library may recall the document for any purpose. It is recommended to return all the books before proceeding on long Leave/Tour for optimum use of the Library resources by all.

Ques. 12 Can I access E-resources during Off-Campus?

Ans. Yes. E-resources can be accessible through SSL-VPN.