

Frequently Asked Questions

Ques. 1. How to enroll for the Library?

Ans. For enrollment as a membership form duly filled with appropriate recommendation/introduction should be submitted at the Help Desk in the Library.

Ques. 2. Who are authorized to use the Central Library?

Ans. All students, faculty members and staff of the Institute are authorized to use the Library. However, for availing the borrowing facilities, users need to enroll themselves as Library members on fulfilling the requisite procedures. See Library Membership.

Ques. 3. Can a bound volume of journal be issued to a member?

Ans. Yes, bound volumes of journals can be issued to the faculty members and research scholars for overnight from the Text Book Section. Fine for late return of journals will, however, be charged as applicable for the text books.

Ques. 4. Can a current (unbound) issue of journals be issued to a Library member ?

Ans. No, current (unbound) issue of journals are not issued to any category of library user.

Ques. 5. How can I recommend a book for purchase in the Library?

Ans. An authorized user can recommend a book for purchase by filling-in a "Book recommendation Form" that can be obtained from the Book Acquisition Division. The form should then be routed through your Head of the Department for his recommendation. [Download From here.](#)

Ques. 6. How can I recommend subscription to a new journal in the Library?

Ans. An authorized user can send your request for subscription to a new journal through your Head of the Department / Centre. It may, however, be noted that the Library can subscribe to only a 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. 7. Can I bring my personal books or other reading materials to the Library?

Ans. No. Users are not allowed to bring their personal books or other reading materials to the Library.

Ques. 8. What types of documents kept in Reference Section ?

Ans. Reference collection contains Encyclopedia's, Dictionaries, Handbooks, Directories,

Proceeding reports, ,Atlas and Thesis.

Ques. 9. If, I do not know how to use E-Resources, What can I do ?

Ans. Please contact Incharge Reference / Periodical sections. They will provide help you.

Ques. 10. If I do not get the book on shelve, What can I do ?

Ans. First contact concerned staff member responsible for shelving of book in that Area. You may also contact counter or In charge circulation Counter.