

FAQ -Frequently Asked Questions

1. What are the library hours?

All Semester : 9.00 A.M to 8.00 P.M.
Semester break: 9.30 A.M. to 5.30 P.M

2. What are the telephone numbers for contacting the Library?

Phone: + 91-5944-233557 (O)
Fax: + 91-5944-233473

3. Is the Library open on public holidays .

Currently library is closed on Sundays and Public holidays.

4. How many books can I check out at a time?

UG Students : 4 Books at a time for 15 days.
PG & PhD Students : 7 Books at a time for 15 days.
Teachers : 12 books on their pass book for semester.
Other staff : 02 to 05 books at a time for one month.

5. How do I borrow and renew the books?

To borrow books from the library take the books with your Patron Card to the circulation desk, the staff will check them out to you. As long as no other patron needs them, you can renew the books. You may also use the Self Check-in and Checkout *Kiosk* placed in the First floor of the library and Check Out / Renew the book yourself. If you need any help please contact the Circulation Desk.

6. What do I do about overdue charges?

Overdue charges are about to books/reading materials when overdue Re. 1/- per book per day
Re.1/- per hour for overnight loans .

7. What if an item I need is checked out to somebody else?

You can submit a request in writing to circulation counter.

8. What do I do if lose my Patron card?

Report your lost or stolen Patron Card to the Library as soon as possible to prevent others from charging materials on your account. Patron Cards are not transferrable. Please note that you are responsible for all items charged on your card until its loss is reported. Library staff at Circulation Desk will issue a new card. Duplicate card processing fee is applicable.

9. What do I do if I lose or damage the book I borrowed?

If library book is lost, you have to replace the latest edition of the book along with overdue charges if any. latest cost of the book plus overdue charges will have to be paid by the borrower. Books returned with damage condition that permits withdrawal from the collection will be treated as lost.

10. How are the books arranged in the library?

The books are shelved according to Dewey Decimal Classification System. You can check the location of the books by the decimal numbers on the spine of the books. If you have trouble finding the books please ask a Reference Librarian for help.

11. Where do I ask if I have a question?

The Reference Desk acts as the point of contact for enquiries. You can put up your queries about library materials before Reference Librarian for assistance.

12. Can I donate books or other materials to the Library?

Yes , Please contact Officer Incharge Library/ Librarian for more information.

13. How do I print or make copies in the libraries?

There is reprography section for making copies of required materials.
Cost of photocopy: Rs. 1.00/-

14. How to recommend the library to purchase learning resources?

You can make recommendations for the required materials through proper channel i.e. is through Dean / Head of Department. Request forms are available at circulation counter and Reference Desk. Please complete the form and submit to Librarians Office .

You can also use also use [this form](#) to suggest items for purchase.

15. Can a student suggest books for purchase?

Students are invited to suggest 5-7 books in their subject. You should write the author, title and publisher of the books to be procured and get it endorsed your

teacher/adviser. Students may suggest new publication that they find useful for their course including competitive books and general knowledge books. The form is available on **circulation** counter. The duly filled in form is to be submitted to the Circulation/Reference Desk or Librarians office.

16. What kind of reading materials is available in the Reserve section?

Reserve section has the collection of PhD thesis, Dissertations, magazines and books available in single copy.

16. What is overnight issue?

Periodicals like magazines, select reference books available in few copies are issued for overnight. Circulation hours for overnight loans is last working hours of the library i.e. 4.00 P.M - 5 PM at the main circulation counter.

17. What type of materials cannot be loaned?

Reference materials stacked in Reference Section i.e. dictionaries, encyclopaedias, and manuals, annual reports etc. cannot be loaned. Please refer these in the library itself.

18. How do I access electronic resources?

The library website is the gateway to all E-Resources available in the library , **Links tab** allows you to find electronic resources.

19. Who can use online resources available through the University Library webpage?

Access to most subscribed e-resources restricted to university faculty and students.

20. What electronic resources are available in the library?

The Library subscribes online databases and CD-ROM databases to help you with your research. We subscribe to Springer online, CeRA, Annual Reviews, Science Direct and other online resources. Offline databases in CD's i.e. AGRICOLA, AGRIS, BIOSIS, CAB, COMPENDEX, FSTA are available on library web page.

21. How can I return books through Book Drop?

1. Place your Smart Card in Smart Card Reader (Left Hand Side) of the Book Drop.
2. The lock of the book will open as soon as the smart card is inserted.
3. Place the book you wish to return inside the open box and slide it *gently*.
4. Put *one book at a time* for return of the books.
5. The screen displays will show details of the books returned by the member.
6. Take *the print* of the books returned for proof.
7. Take a smart card out of the reader; book drop will get locked again.

23. How can I use Self check in checkout KIOSK?

1. Place your Smart Card on small design reader
2. The member details page open.
3. Place the book you want to issue/return. There are many options:
 - a. Touch/Click on *borrow icon* to issue books.
 - b. Touch/ Click on *Return icon* to return the books.
 - c. Touch/ Click on *Renew item* to renew the books.
 - d. Touch/ Click on *Print Tab* to take a print for your records of the issued/return the books.
 - e. Put only 4-5 books at a time for *issue/return* of the books.

24. What should I do if the security gate beeps / flashes light and buzzer.

Please get the books checked at the circulation counter and do not argue with staff at the gate. The technical problems will be resolved by staff at the Circulation desk.

25. How can I provide feedback about the library services.

Suggestion box has been provided at the entrance of the library, you may drop a feedback here please mention your name and contact details.

26. Any other question please 'Ask US' or contact the Reference Desk.