

FAQs - Central Library

1. Who are authorised to use the Central Library?

All students, faculty members and staff (working and retired) of the Institute are authorized to use the Library. Student alumni, retired staff members and visiting faculties also have the privilege to use the Central Library. However, for availing the borrowing facilities, users need to enrol themselves as Library members on fulfilling the requisite procedures.

2. How can an outsider use the Library?

Faculty members of the other universities/ colleges and individuals affiliated to corporate bodies like industries, can use the Library as outside members. They are requested to contact the Librarian/ Asst. Librarian for seeking permission for a limited numbers of days.

3. Can I bring personal books and other reading material to the Library?

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

4. Is there a fine for late return of books?

Yes, @ Re 1/day for Circulation books/ Book-Bank books, Rs. 5.00 per day for Reference Book, and other rare collection.

5. Where can I pay Library dues?

Library dues can be paid in the Cash Counter of Accounts Section in the Administrative Building.

6. What is the timings of Issue/ return?

Monday to Friday, from 9.30 to 5.00 P.M.

7. How many books a member can issue?

Member categories	Loan duration	Max. number of books borrowed at a time
Faculty	6 months	15
Visiting Faculty	1 month	5
Staff	1 month	2
Students	1 month	4

8. I have lost a book, what I have to do?

Immediately report to the Librarian. If lost replace with new book with latest edition along with late fee or if the book is not available, please pay double cost of the book along with late fee and RFID chip amount.

9. Can a bound volume of journals be issued to a member?

Yes, Bound volume of journals can be issued to faculty members for two days.

10. Can current (unbound) issue of journals be issued to Library Members?

Yes, current (unbound) issue of journals are issued to any category of library user for overnight.

11. Can I refer to Dissertation/ PhD Theses?

Yes, all the library members can refer to Dissertation/ PhD Theses.

12. Can I issue Dissertation/ PhD Theses?

No, these are grey literature so, these are not being issued.

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

An authorized user can recommend a book for purchase by filling-in a "Book recommendation Form" that can be obtained from the Library Office/ Library website. The form should then be routed through your Head of the Department for his recommendation.

14. How can I recommend for subscription of database/e-journals/printed journal in the Library?

An authorized user can send your request for subscription of database/e-journals/printed journal through your Head of the Department / Centre. It may, however, be noted that the Library can subscribe from the funds allocated to the respective Department / Centre from the total budget of the Library and also as per availability of fund.

15. Usage Policy for using the e-Resources at NIT Silchar: Guidelines for fair use

- Electronic resources such as databases, e-journals, e-books are made available by the Central Library, NIT Silchar for the use academic as well as research purpose.
- These resources can be searched, browsed and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited.
- Use of robots, spiders or intelligent agents to access, search and/or systematically download from these resources is also prohibited. Any violation of this policy will result in penal action as per the rules and regulations of the Institute.
- Please note that systematic downloading will make the publisher to block accessing these resources to the entire community of users @ NIT Silchar.

The e-resources are provided by both the **e-SHODHSINDHU** and the **institute** which incorporates thousands of electronic journals and bibliographic databases for use. The terms and conditions for using these resources are spelled out in electronic resource license agreements with each publisher. It is the responsibility of individual users to follow the usage policy for using electronic resources. The general principles for using e-resources are as follows:

Permitted	Not Permitted
<ul style="list-style-type: none"> • Viewing, downloading, copying, printing and saving a copy of search results • Viewing, downloading, copying, printing and saving individual articles • Using e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes • Sending a copy of an article to another authorized user (i.e. current faculty, students or staff) • Posting the URL to the publisher's version of the article on a class website (publisher links will allow only authorized users access) 	<ul style="list-style-type: none"> • Use of robots or intelligent agents to do systematic, bulk or automatic downloading is not permitted • Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources is not permitted • Using e-resources for commercial gain is not permitted (i.e. reselling, redistributing or republishing licensed content) • Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards) is not permitted • Posting the publisher's version or PDF of an article to an open class website is not permitted (instead, post the URL to the article which will allow only authorized users access)

Breaches of the license agreement with publishers could result in the suspension of access to the resources for the member institutions.