

Frequently Asked Questions

General Information

1. Who can use the library?

Ans: The library is open to all students, faculty, and staff of the college. Alumni and external researchers may use the library with prior permission.

2. What are the library's operating hours?

Ans: The library is open Monday to Saturday from 07:00 AM to 05:00 PM, During Examination timings will be 07:00 AM to 07:00 PM.

3. How can I get a library card?

Ans: Students and faculty can get a library card by presenting their college ID or admission conformation at the circulation desk.

4. Is the library open during holidays/Vacation?

Ans: Yes, we are open, except on Sundays and public holidays.

5. Can I bring food and drinks into the library?

Ans: Food is not allowed, but drinks in spill-proof containers are permitted.

6. Does the library have reading/study rooms?

Ans: Yes, the library has reading/study room.

Borrowing and Returning Materials

7. How many books can I borrow at one time?

Ans: Students can borrow up to 2 books, while faculty can borrow up to 15 books at one time.

8. How long can I borrow books for?

Ans: Students can be borrowed for one week with an option for 3 renewals and for staff one month with an option for 3 renewals.

9. What is the fine for overdue books?

Ans: The fine is Rs.1/- per day per book.

10. Where do I issue and return borrowed items?

Ans: Items can be returned at the circulation desk.

11. Can I borrow textbooks from the library?

Ans: The library has a limited copies of textbooks available for short-term loan.

Library Services

12. Does the library offer interlibrary loan services?

Ans: Yes, interlibrary loan services are available for books and articles not in our collection.

13. Is there a photocopying machine available?

Ans: Yes, photocopy machines are available.

14. Are there computers available for use?

Ans: Yes, computers are available for students and faculties.

Research Assistance

15. Can I get help with research?

Ans: Yes, library staff are available to assist with research questions and guidance.

16. Does the library offer research workshops?

Ans: Yes, the library offers workshops on various research topics throughout the semester.

17. Can I schedule a one-on-one research consultation?

Ans: Yes, one-on-one consultations with a librarian can be scheduled at the reference desk.

18. How do I access the library's online databases?

Ans: Online databases can be accessed through the library's website using login ID & Password (for ID & Password contact Library circulation counter).

Collection and Resources

19. Can I access online resources from home?

Ans: Yes, online databases and e-journals can be accessed remotely.

20. What types of materials does the library have?

Ans: The library offers books, journals, magazines, newspapers, DVDs, and access to online databases.

21. Does the library have e-books?

Ans: Yes, the library has a growing collection of e-books accessible online.

22. How do I suggest a book for the library to purchase?

Ans: Suggestions can be submitted at the library reference desk.

23. Does the library have a section for leisure reading?

Ans: Yes, there is a leisure reading section with popular fiction and non-fiction books.

Library Policies

24. What is the library's policy on cell phone use?

Ans: Cell phones should be set to silent mode, and calls should be taken outside.

25. What is the policy on lost and found items?

Ans: Lost and found items are kept at the circulation desk for one month.

Technology and Equipment

26. Does the library provide access to software like Microsoft Office?

Ans: Yes, library computers have Microsoft Office and other academic software installed.

27. Does the library offer resources for visually impaired users?

Ans: Yes, the library provides resources and equipment (KIBO Device) for visually impaired users.

28. Does the library offer technical support?

Ans: Basic technical support is available for library resources and equipment.

Events and Programmes

29. Does the library offer any workshops or training?

Ans: Yes, the library regularly offers workshops on research skills, and using library resources.

30. Does the library host events?

Ans: Yes, the library hosts various events, including various competitions, workshops, and cultural events.

31. Does the library offer any children's programs?

Ans: Yes, the library offers programs for children, books exhibition and motivational videos movies on every Saturdays.

32. Can I volunteer at the library?

Ans: Yes, the library accepts volunteers, and we have a student committee called the “**Knowledge Bees Committee**”. Contact the library for more information.

Accessibility

33. Can I bring guests to the library?

Ans: Yes, you can bring guests, but they must sign in at the front desk and abide by all library policies.

Miscellaneous

34. Can I donate books to the library?

Ans: Yes, the library accepts donations of gently used books. Contact the library for donation guidelines.