

Library Resource Centre (LRC), IITRAM

Frequently Asked Questions

General Information:

- **What are the general rules of the Library?**
General rules are available on the library webpage - [Library Rules](#)
- **Where is the Library located?**
Main Building, Ground floor Room No. 11
- **What are the Library timings?**
Find the Library timings [here](#). This is subject to change based on the academic requirement.
- **Can I bring my personal books/notebooks to the Library?**
Yes, you may bring your personal books/notebooks to the Library under your care.
- **Are food and beverages allowed in the Library?**
Eatables/drinks (food, beverages) are not allowed inside the Library.
- **Can mobile phones be used in the Library?**
The audible use of mobile phones in the library premises is highly discouraged.
- **How can I obtain a library membership card as a new student, staff, or faculty member?**
 - **Students:** You will receive your library membership card after completing the enrolment procedure and obtaining your student ID card.
 - **Faculty/Staff:** To obtain a library membership card, you must fill out a [membership form](#). Your institute identity card will serve as the library card.
- **I am a visitor or general member of the public. Is it possible for me to use your Library?**
Visitors are welcome to visit the library. It is advised that they may take a prior permission by writing at library@iitram.ac.in.
- **Can I leave my belongings (laptop, notebooks, water bottle, etc.) overtime in the library?**
No, we highly discourage leaving personal belongings in the library for long period of time. Library team is not liable for any loss/damage to the personal belongings of a user in the Library.

Borrowing & Other Services:

- **Do I need an IITRAM ID card to borrow?**
Yes, the IITRAM ID card is mandatory for borrowing any physical resource from the Library.
- **How can I borrow/Return books using an RFID kiosk?**
 - Click on 'Issue/Return' on the screen.
 - Tap your Institute ID card/Library Card and book(s) against the card reader on the machine.
 - Check all the member/book details show up on the screen.

- Click on 'Done' and collect the receipt, with all associated details of the check-out/in including due date.

➤ **What is the purpose of the gates at the entrance of the Library?**

The RFID security gates are placed to ensure that all library books are issued properly before leaving the library premises. The gates alerts whenever a book is being taken out without being issued to a patron. It also records gate counts or footfalls.

➤ **Can I check out periodicals or reference books?**

It is not allowed to be borrowed. They are to be referred to within the library premises.

➤ **How many books & other reading materials can I check out at a time, and for how long?**

Borrowing privileges depend upon your user category. For more details, visit [here](#)

➤ **How can I check my borrowed items and due dates at the library?**

To check your borrowed items and their due dates, please follow these steps:

- Go to the **Kiosk (Book Borrow) Station** in the library.
- **Place your ID card** on the card reader.
- Select the **"Enquiry"** option on the screen.
- The system will display a list of your **currently borrowed items** along with their **due dates**.
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➤ **When do Library late return fees begin to accrue & how much are library late return fees?**

Library late fee begins to accrue the day after the item was due, including Sundays & other holidays. For any general item, the late fee is Rs. 2/- for the first 7 days, followed by Rs.5/- each 8th day onwards.

➤ **How can I pay a fine/overdue charges?**

You can pay fine/overdue charges through [online payment \(NEFT\) details](#) and share the details to library mail id OR visit the library personally and pay fine/overdue charges through digital payment option (QR Code) at the circulation counter during library circulation hours.

➤ **How can I renew library book?**

Follow the procedure of returning a book and then follow the procedure of borrowing/issuing the same. You have to bring the book physically to the Library to get it renewed.

➤ **Can I renew an overdue item?**

Yes, but only if the overdue charges are cleared.

➤ **How many times can I renew borrowed books?**

You may renew the borrowed books once, provided there is no hold on the same.

➤ **May I renew my books online?**

No, you have to bring the books physically to the Library.

➤ **I checked out a library book/DVD/CD and lost or damaged it. What should I do?**

Please visit the library in person and speak with the Circulation In-charge at the circulation counter for further assistance.

- **What is the penalty for a student who attempts to leave the library without properly borrowing library materials through the RFID system?**
If any student attempts to leave the library without borrowing the library materials, student will be fined Rs. 100/-.

Library Resources:

- **How can I find material in the Library?**
Search the [Online Catalogue](#) for the book's particulars like Call no. and Accession no. and search in the shelves with those particulars. For any additional help, contact the circulation desk or ask any staff of the Library.
- **How can I search our library catalogue?**
You can search the library catalogue at <http://192.168.10.45/webopac/> by the full or partial title, author name, Subject, ISBN, series, and Call number.
- **What is a call number? How can I locate a book using a call number?**
Call number is the assigned number of the subject to which the book belongs. Books are arranged according to call numbers on the shelf in ascending order.
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- **How can I be alerted to new arrival books acquired by the Library?**
The list of new arrival books is available here: https://iitram.ac.in/library/new_arrivals
- **How can I find a DVD or CD?**
CDs and DVDs are usually kept locked. If you wish to access one, see the Call no. and Acc. no., and ask the library staff to help you.
- **What are the types of collections IITRAM library has?**
Library has collections of books in three languages (Hindi, Gujarati and English), reference books, course readings, print/online journals, CDs/DVDs, theses & dissertations.
- **How can I search for a thesis/dissertation written by an IITRAM student?**
Ph.D. and M.Tech. Thesis are catalogued and ask the library staff to help you.
Ph.D. thesis can be searched in the [online catalogue](#).
- **Where can I find a digital copy of eBook?**
You can access eBooks through publisher-specific collections on the library website at <https://iitram.ac.in/library> > eCollection > eBooks
- **How do I get information about subscribed Print Journals/magazines?**
List of Subscribed Print Journals/magazines are here: https://iitram.ac.in/library/a_z_list
- **How do I log in to access e-resources, such as databases, e-journals, e-books etc.?**
These are web based and require no log-in from the users in On-Campus.

➤ **How do I access E-Resources?**

E-Resource are accessible within the campus through IP-based access, so you can use them from any device connected to the institute's network via this link: <https://www.onos.gov.in/search>.

➤ **Is there any way to access library databases/e-resources outside the campus?**

Yes, you can access library databases/e-resources outside the campus through Remote Access Facility ([Shibboleth Software](#)).

➤ **Why am I asked for an ID or payment when I try to view an article?**

When using a non-IITRAM server or trying to view unsubscribed content, this message may appear.

➤ **How can I get a copy of the article, which is not part of the library subscribed journals?**

The library team would be happy to arrange to get a copy of such articles from other libraries. Please send an email request on library@iitram.ac.in for same with details.

➤ **Can I recommend a book or any other resources for the library to purchase?**

Institute members are welcome to recommend books or resources, but recommendations must be made in consultation with and authorized by a department faculty member.

Using Technology in Library

➤ **Can I use my own laptop/PDA to connect to the internet in the Library?**

Yes, you may use your own devices to connect (Wi-Fi) to the internet in the Library.

➤ **Are scanning, photocopy, printing services available in the Library?**

Yes, these services are available in the library. Applicable charges are displayed on the library notice board.

Research Assistance

➤ **Does the institute have a plagiarism detection tool?**

Yes, the institute provides access to a plagiarism detection tool. It is available through faculty members and their PhD scholars. If access is not possible through them, the library can assist you in generating a plagiarism report.

Other General Questions:

➤ **Can I continue to access Library resources and services after I graduate?**

Yes, you may enroll yourself in the Alumni Membership. Access to electronic resources would become restricted, but you can write us your requirements from your IITRAM email id at library@iitram.ac.in.

➤ **I have a visitor with me who would like to see the Library and spend some time?**

You are most welcome to bring your visitors who are keen to see our library. It is advisable that you keep the library staff informed in advance or write an email at library@iitram.ac.in