

Library Services

Checking out the Documents:

Registered library members are allowed to check out library documents as per their entitlement. Reference Books, CDs, Bound volumes etc. are not issued normally to the students.

Renewals:

Books issued to members can be renewed unless they are reserved by someone else. Members need to bring the books to the library for getting them re-issued.

Return of documents:

Documents checked out from the library should be returned at the circulation desk, during its working hours, i.e. 9.30 AM to 5.30 PM on any working day.

Reserving the documents:

A library user can reserve a book currently out on loan by requesting staff at the Circulation Counter. Notifications for availability of reserved books will be notified through e-mail.

Membership Renewals:

The membership card shall remain valid for the period indicated on ID Card. The students, faculty and staff members can get their membership card renewed on surrendering all borrowers' cards issued to them and after settling all other dues.

Loss of Membership Cards:

The loss of membership card should be reported in written to the Librarian immediately. Duplicate membership card can be issued after getting Police Entry Report and paying the penalty fee of Rs. 100.00. Library members are responsible for any loss or misuse of their membership card.

Loss of books:

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

Library Service Hours:

- **General Library Timings:** 8.00 a.m. to 8.00 p.m.
- **Sections opening Timings:**

Book Bank	Remains open in the beginning of each semester
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Circulation Counter	Monday 9.30 AM – 5.30 PM	–	Friday
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- *Holidays: All Gazette Holidays and Sunday.*

Lending service:

Lending service is available to faculty, students, administrative, and other staff members of NITS community.

Book Bank:

Book Bank books are issued to the students of the college for full duration of a semester at a time. Preference is given to SC & ST students and low income group and maximum of five books are given to each students depending upon the availability. The Book Bank facility is also provided to Physically Challenged students and foreign students.

Proactive Information Services:

Library provides specific information services such as alert on upcoming conferences/workshop, CAS, SDI, etc. to the academic community.

Reference and Research Services:

Reference books like dictionaries encyclopaedias, handbooks, manuals etc. and bound volume of back issues of journals are arranged subject wise. In addition to that Library members can also refer the online e-resources like e-Journals/ databases, e-books, Proquest Dissertation and theses and Turn-it-in anti-plagiarism software/ Urkund etc. Further they can refer **Grammarly Software for thesis and dissertation writing, Knimbus for remote Login and password for the usage of the online resources on off campus mode.**

Magazine and Journals Service:

Central Library subscribes **69** numbers of journals and magazine on different topics.

Books Requisition Procedure:

As and when the central library receives the requisition of books in the prescribed format, duly signed and forwarded by the HOD's, the purchase order is generated after the due approval of the Director.

Database/ e-journals and printed Journals Requisition Procedure:

Database/ e-journals and printed Journals are renewed as per the requisition of the department. The Library Sub-Committee decides the purchase of database/ e-journals on priority basis depending upon the availability of fund as well as based on usage report.

External Membership Services:

External members from business/industrial and government setups as well as from the academics are granted membership under certain specified conditions.

Information services:

Most of the information services are available through the Digital Library accessible through the Institute's LAN. Other major services include inter-library loan, book exhibitions and reference services.

Inter Library Loan and Document Procurement Service:

Central Library offers inter-library loan service to its users for the books and periodicals not available in the National Institute Technology, Silchar Library by procuring them from other libraries within North East India. The NITS Library in turn also lends its resources to the libraries of other government and academic institutions within North East India. However, photocopies of articles are sent to the libraries situated anywhere in the country on demand. User can avail J-Gate Services for ILL.

Other Activities:

NITS Library is actively engaged in organizing workshops, seminars & consulting activities.

Ask the Librarian:

Users are encouraged to contact the Library staff via email at mail to: library@nits.ac.in, nits.library@gmail.com if they have a query. We will reply usually within 24 hours. If the question involves in-depth research assistance, the user is encouraged to speak to Astd. Librarian.