

Members and their privileges

All the students, faculty members and employees of the Institute can register themselves for the membership of the Library. Each member is provided with a library membership card. The categories of members and their privileges are as follows:

Faculty, staff and students:

Sl. No.	Member categories	Loan duration	Quantity (Max. no. of books borrowed at a time)
1.	Faculty	6 months	15
2.	Contractual Faculty	1 month	2
3.	Technical/ Supporting Staff	1 month	2
4.	Administrative Staff	1 month	3
5.	Project Staff	1 month	2
6.	Students	1 month	4

Members can collect documents from Circulation Desk & Duration of Loan Period is:

Type of Document	Type of Loan	Duration of Loan	Overdue charges
Books	Short Term / Long Term	1 month / 6 Months	Re. 1.00 per day
Journals	Overnight	2 Days	Re. 1.00 per day
Reference books	Overnight	1 Day	Rs. 5.00 per day
CD ROMs	Short Term	2 Days	Rs. 2.00 per day
Consultation documents like BIS Code, IRC Codes	Short Term	2 Days	Rs. 3.00 per day