

Library Rules

Timing

The library is open from 8:00am to midnight on weekdays and from 9:00am to 5:30pm on Sundays. Additionally, the library operates 24x7 during the examinations.

Borrowing Rules

Borrowing privileges are given only to the Faculty, Visiting Faculty, Research Scholars, Staff and Students who are registered in the library.

Books can be issued to the borrowers only against the Institute ID-Card.

Books can be issued up to 5:00pm on Weekdays and up to 4:00pm on Saturdays. Books cannot be issued on Sundays & Institute holidays.

Reference books, text books, unbound issues of journals, periodicals, newspapers and technical reports are not issued out of the library to anybody.

Books and materials kept in Reserve Section (text books) are issued only for 2 hours. Such books have to be reissued after the stipulated time.

Borrowing Privileges

Program	No. of Books*	Renewal Deadline
Ph.D.	15 Books	30 Days
M.Tech./MBA/M.Des.	10 Books	30 Days
UG/M.Sc.	10 Books	14 Days
Alumni	05 Books	30 Days

*Refers to the maximum number of books that can be issued to any one student at the same time.

Online Borrowal

The library provides the facility to reserve books through our online portal available through OPAC. (<http://172.28.41.51:9080/opac/html/SearchForm>) Students can search for the availability of the required book through the above portal and subsequently reserve them by logging in through their CC ID.

Link for tutorial on how to reserve books online - <http://pkklib.iitk.ac.in/images/guidelines/reserve.pdf>

Renewal Rules

An issued book can be renewed online for a period of 15 days, subject to a maximum of 8 times. If online renewal limit is reached, then the book has to be physically brought to the library for renewal. If the book has been reserved by any other person, then the book cannot be renewed.

Link for tutorial on how to renew books online - <http://pkklib.iitk.ac.in/images/guidelines/renew.pdf>

Fine Rules

If a book is not returned to the Library within the stipulated time, an overdue charge of 20 paise per volume per day is charged.

Book Request

In case you want any particular textbook to be added to the library, you can use the following portal:
<http://pkklib.iitk.ac.in/index.php/downloads>

You have to fill the form and get it signed by one of the Department Library Committee (DLC) member. The list of the departmental representatives can be found here:

<http://pkklib.iitk.ac.in/index.php/about-us/senate-library-committee>

You can also get the signature of the course instructor (if that is more relevant). Finally you have to submit the form to the Library office.

Link for General Guidelines:

<http://pkklib.iitk.ac.in/index.php/login/library-rules>

FAQs

1. How can I become a member of the Library?

Ans. There is no form required to become a Library Member. New Member details are automatically added in the Library database once your academic registration is done. However, library registration/renewal has to be done every semester during academic registration.

2. Is there any separate Library Card issued for using the Library?

Ans. No separate I-Card is issued for using the Library. The Institute I-Card is sufficient to enter the Library and issue books.

3. How do I search Library collection/resources?

Ans. The Library has an online automated catalogue which can be searched through OPAC. (Link: <http://172.28.41.51:9080/opac/html/SearchForm>)

4. Can I borrow books by sending I-card through someone?

Ans. No, the borrower has to personally come and get books issued in his/her name after signing in the book card.

5. Can I renew issued book(s) online?

Ans. Yes. An email communication will be sent to you before the due date for online renewal, subject to the reservation against the book. If you get a maximum renewal reached limit, that particular book must be physically brought to the Library for re-issue.

6. I have lost a Library book. What do I do now?

Ans. The book can either be replaced or its exact cost can be repaid to the library. You can replace the exact version in terms of edition or pages of the book lost. For repayment, download the following form and submit in the library.

http://pkklib.iitk.ac.in/images/forms/LostBook_Form.pdf

7. I am going on academic leave or temporarily withdrawing from a semester. Do I need to return the books which I borrowed?

Ans. Yes, you are required to return all the books before proceeding on long leave for optimum use of the Library resources by all.

8. How do I access the E-resources subscribed by the Library? Do I need any separate login/password?

Ans. Most of the E-resources are accessible through the internet network within the campus via IP authentication. However, separate instructions are given for accessing some E-resources. You may contact the concerned In-charge or the Librarian to know more details.

9. Can I access these E-resources from outside the campus?

Ans. Yes, all E-resources can be accessed through SSL-VPN. Please refer to the following tutorial (http://www.iitk.ac.in/cc/vpn_update/sslvpn.htm).

10. How do I get No-Dues from the Library?

Ans. You can apply online for No-Dues through the DOAA website. The Library will mention the dues, if any, in the online form. You will have to pay the dues in the Accounts Section and then submit the receipt in the Library Circulation Division for getting final clearance from the Library.