

Circulation Guidelines

Borrowing Privileges

Only registered members can borrow books from the Central Library for the production of their individual identity cards issued by the institute at the circulation desk. Each book issued to the user(s) must get a proper gate pass, which they have to surrender at the checkpoint to the security. Books will be issued upon presentation of the ID card. Users are instructed to check the books while borrowing, and they will be responsible for any type of damage or mutilation noticed at the time of return.

- The readers should check the books thoroughly for missing pages, chapters, etc., while getting them issued.
- No book in damaged condition will be accepted from the users on return. Damaged books will have to be replaced as per the borrower's lost /damaged policy.
- The entitlement of the number of books on loan and loan periods with overdue fines for different categories of members are as follows:

Category	Total No. of Books	Maximum number of text books	Period
Faculty	10	7	105 days
UG	5	3	14 days
PG	5	3	14 days
Research Scholar	10	7	28 days
Staff	5	3	14 days

Conventions for Issues / Return

- Textbooks and general reading books are issued to all eligible members as per their entitlements.
- Reference books and bound/Multi volumes are issued to members with special permission. Please contact the Library in charge, Reader Services/Librarian, for permission.
- Theses, dissertations, and CDs, are not lent out of the Library.
- The renewal of issued book(s) is allowed to a maximum of two times, subject to the same being NOT in-demand or reserved by other users. The book(s), which became overdue, are not renewable.

- Students are requested to return books on time. No book will be issued to students having overdue books on their accounts.

Reservation of Books

- Please contact the circulation counter for reservation of the books.
- Reservation: A user can reserve at a time one book as he/she is eligible to borrow, provided they are issued out. Users will be informed by mail when the book is ready for issue and will be collected within the specified period.

Renewal of Books

- Renewal: A book can be re-issued to the same person if there is no reservation for it. Renewals can be made over the library or in person on or before the due date.

Lost/Damage of Books

- If the book(s) are lost or damaged, the borrower shall replace the book(s) with the new book(s) of the same edition or the latest edition of the book along with the overdue fine.
- A photocopy or reproduced copy of a book shall not be acceptable place of a printed book.
- A softcover or low-priced edition will not be accepted in place of a hardcover edition.
- If the user loses one volume of a multi-volume set and cannot replace the lost volume, he/she has to pay the cost of the entire set of volumes with overdue fine.
- In the case out of print book(s) or not available in the market, a minimum of INR. 1,000.00/- or the publisher's price from the publisher's website or other renowned websites like amazon, etc., whichever is higher, user has to pay. In the case of foreign books, the price paid will be calculated in foreign currency and converted to Indian rupees at the current conversion rate. If the user chooses to replace the books with a secondary copy, the Library may not accept it or, at the discretion of the LAC chairman, consider the book's condition.
- In case of obsolete or otherwise difficult-to-convert currencies, US\$ will be taken as standard.
- In case of loss or rare, valuable books, the Director may impose more fines /disciplinary action in conjunction with the above rules with the recommendation of the Library Advisory Committee.
- In case the student leaves the institute without clearance of the library fine and returns the issued book, then the cost of the book and fine should be deducted from the caution money of the student.

Overdue Fine

Materials borrowed should be returned on or before the due date stamped; if returned late overdue, a fine of Rs.2/- per day for the first 2 weeks, and after 2 weeks, Rs.100/- will be charged per week. (as per the fine structure below)

The Institute has approved the following fine structure for '*overdue books**' from the library. The fine structure has to be followed by all library users (faculty, students, and staff) of IIT Bhilai:

- **F1:** 2 Rupees will be charged **per day for the first 2 weeks.**
- **F2:** 100 rupees will be charged **per week after 2 weeks.**
- **F3:** If a book is lost by a 'user,' it has to be replaced with a '**new book,**' and additionally **fine should be paid by the 'user' as per F1 and F2.**

Mode of Fine collection

- All outstanding dues in the form of overdue charges or lost books must be cleared before the end of the ongoing academic year/ session, failing which book borrow privilege will be suspended.
- Any user charged with an overdue fine has to make payment through online mode using SBI Collect and submit the payment receipt to the Central Library through email: library@iitbhilai.ac.in. The acceptable amount may be deposited or transferred online using the following steps:
- SBI Collect> Educational Institution>Search>IIT Bhilai>In Payment Category>Other Charges>Fill in the details and complete the payment process.
- Please write your Name ID No, sign on the payment receipt, and submit the same to the Central Library.

No Dues/Clearance Certificate

- All library users who intend to leave the institute should settle all the dues and obtain a "NO DUE CERTIFICATE" from the library.
- No Dues/Clearance/Objection Certificate may be issued to members by clearing all the outstanding dues regarding the borrowed book (s) and delayed fines (if any).

For circulation queries: library@iitbhilai.ac.in

Rights of Library

Library reserves the right to call back any issued book (s) from any of its users if felt necessary to meet any emergency services.

Reading of Newspaper

- Newspapers are on the Newspaper display rack is meant for reading only.
- The inside pages of the 'Newspapers' should not be removed.

Checking of Books

- While taking a book on loan, please check the condition of the book. Users are responsible for any damage to loan book(s).
- While going out of the library, the user should ensure that they do not own any unauthorized books with them.

Photocopy

- Users are responsible for complying with the provisions of the copyright act while photocopying a library book.

Arrangement of the Library Collection

The library collections are arranged in the following ways:

- All books in print are classified according to the Dewey Decimal Classification (DDC) system and arranged by classification number (subject-wise) on the shelf. The detailed shelf guides are provided in the stack area for easy location.
- Reference books are arranged in the library Reference section for reading within the premises.
- Subscribed print magazines and Newspapers are arranged in the reading area.
- Journals, Magazines, Newspapers, Audio Visual collections and Reference books comes under Not for Loan Category.

Library Catalog

The Library Catalog (WebOPAC) is accessible at: <http://elibrary.iitbhilai.ac.in>.
Scan QR Code to get the Library Catalog on your Mobile.



Library Services and Facilities:

The services provided by the Central Library are:

- Circulation Service
- Library Catalog (Web OPAC)
- Reference Service
- Document Delivery Service
- Current Awareness /New Arrivals
- E-mail Alert Service
- Newspaper Clipping Service
- Remote Access Service
- Reading Facility

- Recent Research Publication of IIT Bhilai
- Showcases of theme-based book collection

Sl. No.	Name of the Library IT Infrastructure	Software Platform
1	Library Automation	Koha ILS Software
2	Library Website	Inhouse developed CMS
3	Remote Access	Shibboleth
4	Plagiarism Detection Tool	Turnitin Feed Back Studio/Drillbit
5	Research Information Management	IRINS
6	English Writing Proficiency	Grammarly

For further assistance, please contact us at:

केंद्रीय पुस्तकालय | Central Library
 भारतीय प्रौद्योगिकी संस्थान भिलाई, कुटेलाभाटा, दुर्ग-491001, छत्तीसगढ़
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