

## Frequently Asked Questions (FAQs):

### 1. Who are authorized to use the Knowledge Management Centre (KMC) of the NID, Assam?

All students, faculty members and regular staff of the institute are authorized to use KMC i.e. the library of the institute. Provided that a person other than the above categories may be allowed to become member of the library as a special case on a request in writing from the person concerned.

### 2. Can I bring my own book in KMC?

Yes, members are allowed to bring their personal books for reading in the library. However, while bringing their own book inside the library, users must enter the details of the book(s) in the book-entry register.

### 3. Can I bring my personal belongings to KMC?

No, users are not allowed to bring any personal belongings except pen, pencil, copies etc. inside KMC premises. All belongings must be kept in the lockers of the library.

### 4. What are the circulation timings in the library?

Days	Circulation Time
Monday-Friday	9.00 AM-5.00 PM
Saturday	NA

### 5. Is there a fine for late return of books?

Yes, the fine is charged as per the following:

Category /Patron / Type	Fine per day / per book
Faculty	Rs 1.00
Staff	Rs 1.00
Students	Rs 2.00

### 6. Where can I pay Library dues?

Library dues can be paid in the Finance & Accounts Department of the Institute.

### 7. How can I recommend a book for purchase in the library?

An authorized user can recommend a book for purchase by filling in a book recommendation form that can be obtained from the KMC Website.

### 8. Can we refer to graduation projects?

Yes, all the members of the library can refer to hard copies of graduation projects inside the library premises. The soft copies of the same are also available in the KMC Institutional Repository.

### 9. How to access the e-Library of KMC, NID Assam

- i. Visit e-Library at <https://nidassam.refread.com/#/home> or install the mobile app
- ii. Use your NIDJ official email address on G-suite for automatic login.

### 10. I have lost a book, what am I required to do?

Immediately report by writing an application to the Head Librarian. Then you must submit the new copy of the same book. Failing to replace the book will cost two times of the actual price of the lost book.

### 11. If I do not get the book on shelf what can I do?

First contact the concerned staff responsible for shelving of books in that area. You may also contact professionals in the Circulation Section.

### 12. Can a bound volume of journal be issued to a member?

No, neither the bound volumes nor the current issues of journals can be issued.

### 13. If I forget to bring the I card, can I return a library book?

Yes, you can return the library book without the library card. You just drop the book in the RFID drop box and then collect the receipt and submit it to the concerned person at the circulation desk.

### 14. What to do in case I lose my ID Card?

Immediately contact with the Registrar's Office or Academic Section.