FAQ (Frequently Asked Questions)

Q1. How to become a member of the Library and Information Centre (LIC)?

_Ans:_ The LIC provides two types of memberships, **Regular Membership** for the staff and students of AIISH and **Temporary Membership** for those who are working/studying in other organizations.

Q2. What are the procedures to take a Regular Membership?

_Ans:_ The eligible persons have to submit an application in prescribed form made available on the web portal of the section at [www.aiish.ac.in](http://www.aiish.ac.in)

Q3. Can the application form for regular membership be submitted directly?

_Ans:_ In case of Diploma/UG/PG students the filled-in forms can be submitted directly to the LIC whereas in case of staff and research scholars, recommendation has to be obtained from the respective head of the department/section/unit.

Q4. Are the contract staffs at AIISH eligible for regular memberships?

_Ans:_ Yes, they are. However, they have to remit a caution deposit of Rs.4000/- in the Institute account and this has to be duly certified by the Accounts Officer in the application form.

Q5. How long are the regular memberships valid?

_Ans:_ The regular memberships are valid till the end of the course in case of students, expiry of the term of contract in case of contract staff and service retirement in case of permanent staff.
Q6. Who are eligible for Temporary Membership?

**Ans:** The students, educators and practitioners in the field of communication disorders studying/working in other organizations.

Q7. What are the procedures for taking temporary membership?

**Ans:** The eligible persons have to submit an application in prescribed form made available on the web portal of the section at [www.aiish.ac.in](http://www.aiish.ac.in) and get the approval of the Director, AIISH.

Q8. Is there any usage fee for availing the library facilities and services?

**Ans:** The facilities and services are free for the regular members. However, for temporary members have to make prescribed fee in the Institute account as given below for availing the facilities. The student temporary members have to produce valid proof of their identity.

<table>
<thead>
<tr>
<th></th>
<th>One day</th>
<th>One Month</th>
<th>One Year</th>
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</thead>
<tbody>
<tr>
<td>Students</td>
<td>25/-</td>
<td>100/-</td>
<td>500/-</td>
</tr>
<tr>
<td>Employees</td>
<td>25/-</td>
<td>100/-</td>
<td>1000/-</td>
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Q9. Will all the users be issued library card?

**Ans:** All the regular members and the temporary members with membership duration of 6 months and above will be issued the card.

Q10. Is there provision for issuing duplicate library card in case the original is lost?

**Ans:** Yes. The duplicate card will be issued upon paying a fine of Rs.100/- at the cash section of the Institute and producing the receipt to the LIC.

Q11. Should I carry the library card during every visit to the Section?

**Ans:** Yes. Without library card you are not entitled to enter the section.
Q12. What is automatic gate register?
   Ans: The automatic gate register is the barcode enabled computer system for recording the entry and exit of the users arranged at the entrance of LIC. All the users must record their entry and exit using their bar-coded card at the barcode scanner made available.

Q13. Do all the members are eligible for borrowing books from the LIC?
   Ans: No. Only the regular members are eligible for borrowing books. The temporary members are entitled to use the LIC for reference purpose only and no books will be issued to them.

Q14. Will there be any fine for delayed return of borrowed books?
   Ans: Yes. Fine will be collected from all the categories of members for delayed return of books.

Q15. What are the procedures for borrowing books?
   Ans: The books are issued using the barcoded library card. Without card the books will not be issued. The books will be issued only for a specific period of period.

Q16. Can the books get issued/returned throughout the working hours of the LIC?
   Ans: No. The book issue/return is restricted to the time as given below.

<table>
<thead>
<tr>
<th>Issue timing</th>
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<tbody>
<tr>
<td>Monday to Friday</td>
<td>8.45am to 7.00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.00am to 4.00pm</td>
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<table>
<thead>
<tr>
<th>Return timing</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>8.45am to 5.00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9.00am to 1.00pm</td>
</tr>
</tbody>
</table>
Q17. Is there any restriction in the no. of books issued to a member?

Ans: Yes. The borrowing privileges for different user categories are as given below

- Students (UG/PG) - 2 Books
- Students (Intern/PGD/Diploma) - 1 Book
- Research Scholar (Regular) - 4 Books
- Faculty - 8 Books
- Staff (Technical/Administrative etc.) - 4 Books
- Contract Staff - 2 Books

Q18. What are the various e-resources/ services/facilities available in the LIC and how can use?

Ans: The various e-resources/ services/facilities provided on the web portal of the LIC are the following:

a. AIISH digital repository: A repository of AIISH research reports
b. E-Journals: AIISH subscribed / Free/ERMED/N-LIST e-journals
c. E-Books: AIISH purchased/ N-LIST e-books
d. Bibliographic databases: AIISH subscribed / Free bibliographic databases
e. Digitized question papers: University Question papers pertaining to the academic programmes conducted by AIISH
f. Digitized syllabus: University syllabus pertaining to the academic programmes conducted by AIISH
g. Remote access information service: Facility for accessing subscribed resources from outside the campus
h. Plagiarism detection service: Service for detecting plagiarism in research papers/reports
i. Online newspaper clipping service: Service which facilitates searching and downloading of digitized newspaper cuttings on Institute events/activities
j. CD-ROM service: Service which facilitates searching and downloading of the contents of the CD-ROMs received along with the books purchased
k. ERMED Service: An e-journal service offered by the Ministry of Health & Family Welfare, Govt. of India
l. NLIST: National Library and Information Services Infrastructure for Scholarly Contents, a service offered by the INFLIBNET, UGC for accessing e-journals, e-books and databases pertaining to different fields of knowledge using username and password.
Q19. What is meant by a web portal and how it differs from a website?

Ans: In simple terms, a web portal is a website which acts as a gateway to a number of resources and services over the web, in addition to its own collection of resources.

Q20. Can a member access the web portal based resources from outside the campus?

Ans: Based on accessibility the resources/services/facilities on the web portal are of the following.

a. Freely accessible from anywhere without any restriction: These include open access journals/tools, PubMed and the RehabData bibliographic databases.

b. Username and password based: These include AIISH generated digital repository, NLIST and Plagiarism Detection Service (Turnitin). The username and password for accessing the AIISH Digital Repository can be created by anyone by simply registering with the site. The NLIST username and password are being generated by the LIC staff upon request from the members. The NLIST and Turnitin username and password are being generated by the LIC staff upon request from the members. Also, the NLIST and Turnitin services are restricted to the regular members.

c. Campus Network based: These include the AIISH subscribed e-journals and e-books, digitized question papers and syllabus, and can only be accessed over the computers connected to the Internet from inside the campus.

Q21. Are there any other e-resources/services/facilities available in the LIC?

Ans: Yes. In addition to those which are offered over the Web portal, the LIC offers the following I.T. based services and facilities.

a. Computer centre with Internet connection
b. Language Laboratory

Q22. Is Panchavati campus a part of Campus Network/Intranet?

Ans: Yes. All the computers connected to the Internet from the panchavati campus are part of Intranet.