

## **FAQ (Frequently Ask Question)**

### **Question 1. How can I become the member of the CPPRI Library?**

**Answer.** Staff members of CPPRI have to register in library's reception counter to become member of the library.

### **Question 2. Who are authorised to use the library facilities?**

**Answer.** All the staff members are allowed to use library facilities.

### **Question 3. What should I do if the book I borrowed got lost?**

**Answer.** If the borrowed book is lost then immediately you should give a letter to the librarian stating the cause. If the book is available, then you should replace the same, otherwise you have to pay for the same.

### **Question 4. How do I find a particular book or a journal in the library?**

**Answer.** Generally Library Catalogue is used to find a book or journal manually. In order to expedite process, You can use the Web OPAC (Online Public Access Catalogue) available on the library web page.

### **Question 5. [How many books am I able to borrow?](#)**

**Answer.** It is depend on the user's category:

### **Question 6. What is the loan period for books?**

**Answer.** All the Library users can be borrowed books for maximum one month.

### **.Question 7. [What are CPPRI Library collection strengths?](#)**

**Answer.** CPPRI library resources include:

- I. **General Collection**
- II. **Reference Books**
- III. **Conference Proceedings (CD)**
- IV. **Progress Reports (PR)**
- V. **Standards (ST)**
- VI. **Bound Volumes of Journals**
- VII. **Technical Reports (TR)**
- VIII. **Text Books (TB)**
- IX. **Compact Discs (CD)**

- X. English Literature
- XI. Hindi Literature

**Question 8. What services are offered?**

**Answer.** The details of library services are as under:-

- Issue return
- Reference / Referral service
- Reprographic service
- Article alert service

**Question 9. When the libraries are open?**

**Answer.** Generally library is open from Monday to Friday, 9 AM to 5.30 PM.

**Question 10. Can a bound volume of journal be issued to a member?**

**Answer.** Yes, bound volumes of journals can be issued to the Scientists and researchers.

**Question 11. Can a current (unbound) issue of journals be issued to a Library member?**

**Answer.** No, current (unbound) issue of journals are not issued to any category of library user.

**Question 12. How can a user recommend a book for the purchase?**

**Answer.** Users can recommend a book to be purchased by the library through their respective department heads. Personal request is not accepted.

**Question 13. How can user recommend subscription to a new journal in the Library?**

**Answer.** User can send your request for subscription to a new journal through your Head of the Department / Centre.

**Question 14. Can I bring my personal books or other reading materials to the Library?**

**Answer.** No. Users are not allowed to bring their personal books or other reading materials to the Library.

**Question 15. Can I use my driving license and other ID's to get issued library materials Answer. No**

**Question 16. Can I use a Library card of other staff members to borrow books?**

**Answer. No**

**Question 18. I lost my Library ID card and I need to borrow books. What can I do?**

**Answer. To make duplicate Library ID card you may contact Library.**