



*Library*  
*St. Xavier's College Burdwan*

*St. Xavier's Road, P.O - Sripally.*  
*Burdwan – 713103*  
*Contact information of Librarian*  
*Mail id: lib.sxcbwn2019@gmail.com*



## FAQ

### **What is process of clear the dues of the library?**

All the students have to produce library card and clear all the library dues- such as returning of books borrowed from the library, overdue fines for getting the clearance. Students should clear all the library dues on time before the Semester Exam.

### **If I lost my library card, what should be done?**

Loss of library card should be informed to the Principal and the librarian in writing. Duplicate card will be made after the approval of the Principal and it cost 100 rupees.



**How many books can be borrowed at a time?**

A student can borrow two books at a time and each book for 7 days.

**How many times, books can be renewed?**

Students are eligible for book renewal up to two consecutive times.

**If the book is not returned on time, what action could be taken by the authority?**

Issued books should be returned on or before the stipulated date mentioned on date-slip inside the book. For delay in returning a book students have to pay a fine of Rs.5 (Rupees five only) per day for each book.



### **Are students allowed to bring their personal books or laptops?**

Personal books are strictly not allowed, only exercise books are allowed in the library/reading room/e-resource library. They can use their personal laptops for reading purpose only. , but charging of the same is not allowed,

### **How can the users convey their suggestion to the Library management Authority to improve the quality of the services?**

Users can send their suggestion to the Librarian or the convener of the library Committee via mail.



### **How can Users use OPAC to locate any documents of the library?**

OPAC, or the Online Public Access Catalogue, allows you to search the library's collection of books by entering any combination of keywords, subject, author, title, call number, or accession number into the computer's search bar. It displays the document's position in the library as well as its bibliographical information. OPAC can be accessed from the College Website under **Library Option**.

### **If a user can't find any book on the shelf, what will be done to retrieve the information?**

If the required book is not found, one can check OPAC to see the status of the book.



### **What is the library Opening time?**

Library Hours span from Monday to Saturday from 10 am to 5:30 pm; while the lending hours extends from 10:30 am to 5:00 pm.

### **How can someone become the member of the library?**

Students/ Administrators/Academic Staff Members and Administrative Staff Members of the college become members of the Library after taking bona fide admission/recruitment in the college. For their membership their names, Roll numbers (for the students only), Departments and contact details are fed into the KOHA –ILMS to create an account. Their accounts details are sent via registered e-mail with User name and Password. Accounts can be activated and accessed online from the college website. Thereafter Library Cards are issued (to the students) with which reading and lending facilities may be accessed.