

Frequently Ask Questions (FAQs) :

1. Where is the KLEF central library located?

The KLEF central library is centrally located on the campus and it is walk-able distance to all the departments.

2. What is the KLEF central library timings?

Monday to Saturday: 07:00 am to 12:00 am

Sunday & Holidays: 07:00 am to 07:00 pm

3. Who can join member in KLEF central library?

Any KLEF members with an ID can apply for library membership.

4. How do I search KLEF central library collection?

The library catalogue is fully searchable using the KLEF - CL [Online Public Access Catalogue \(OPAC\)](#) of the combined collections.

5. What is OPAC ?

OPAC stands for Online Public Access Catalogue. It is an electronic version of the card catalogue. OPAC makes access, locate and the status of the books and other library-related resources easier on users.

6. Who can use and borrow library resources from the Central Library?

All the enrolled students, scholars, faculty members, KLEF officers and admin staff are eligible to use and borrow the books from the central library.

7. How many books can I check out?

S.No	Category	No. of Items	No. of Days
1	UG Students	4	14
2	UG Students(Final Yr)	6	14
3	PG Students	8	14
4	Faculty Members	10	180
5	Scholars	8	90
6	Admin & Other staff	4	180

8. How the books are arranged in the central library?

Books arrangement – floor wise

S.No	Floor	Subject
1	Ground	Computer Science
		Electronics and Electrical Engineering
		Electronic Communication Engineering
2	First	Mechanical Engineering
		English
		Management
		Civil Engineering
		Chemistry
		Physics
3	Second	Biotechnology
		Reference books collection
		Book Bank
		Projects / PhD Theses / Back Volumes

9. How can I checkout the books?

The library members can check out the books from their ID card, using RFID Kiosk/issue machines at ground floor and due date stamp at circulation desk. Currently two RFID Kiosk/issue machines are available at KLEF central library.

10. Can I borrow print journals/magazines?

No, this service is not available, but you read inside the library.

11. Can I check out journal back volumes / Theses / Project reports?

Mostly do not circulate. Check with your library staff for specifics.

12. Can I get a list of the items I have checked out?

Library circulation staff can provide you with such a listing of all items charged to your library account **Or** you can check the "[My Account](#)" feature of the online catalogue interface.

13. How do I find out exactly what issues of print journals are available in KLEF – central library?

All the print journals are on the first floor. Some, but not all branches have all of their exact journal holdings information, by volume, in the [online catalogue / OPAC](#). We are in the slow process of placing all our subscribed print journal (serial) holdings information online. If specific serial holdings information is needed, please check with the library staff.

14. Can I renew the books?

Yes, one-time the renewal option is available to PG & UG students, if the books is not in hold.

15. When my borrowing privileges will suspend?

If your borrowing limit exceeds or if your fine amount is more than Rs. 100/-

16. If a book is damaged, lost unintentionally what are the remedies?

If the book is lost, you can either replace the same book with the new one or else you have to pay four times of the book cost + Handling charges.

17. Can I authorize someone to borrow the library materials on my library account?

No, this service we are not available.

18. Can I request book for borrow from other library materials if required?

The library is offering the Inter-Library Loan (ILL) facility to you for borrowing books from other libraries. To place a request, you have to send an e-mail to the librarian.

19. Will I be notified when inter-library loan items arrive?

Yes, Library staff will contact you via e-mail as well as a phone number when interlibrary loan items arrive.

20. Whom do I contact for circulation information related (No Dues, Lost of Books, Overdue, Renewal notice, renewal request etc)?

Contact at Ext. No: 1652 or e-mail: centrllibrary@KLEFiversity.in

21. How many College libraries are owned by the KLEF Central Library?

KLEF – Central library owned by College libraries, they are

1. College of Agriculture - Library
2. College of Law – Library
3. College of Pharmacy – Library
4. School of Architecture – Library

22. Where do patrons can take a photocopy / printout facility?

The KLEF central library provides photocopy and printout facility to all its members. It is on the first floor. An only single copy of the journal article and book chapter are provided for academic and research purpose.

The charges are as follows:

Photocopy – Rs. 1.00 per page A4 size / Rs. 5.00 per page A3 size

Print out – Rs. 2.00 per page A4 size

23. Can the KLEF central library archive the institutional repository (IR)?

Yes, the KLEF central library provides institutional repository (IR) and accessed only from within the University campus. In IR patrons can access the previous Question papers, E-Books, Newspaper clips, Project reports, Ph.D. theses, Audio – Video lectures etc.

Go to KLEF [library webpage](#) Click on [institutional repository](#)

24. What services are offered?

Along with specialized reference services, including research/project assistance with using many online resources, library staff are responsible for acquiring the recommended materials by department HODs to accomplish their assigned mission at the Institution.

25. Where do I register to access the e-resources from remote?

KLEF central library provides remote access facility to access the subscribed e-content, patrons can use this service when they are out of the campus. Knimbus is a gateway to access the e-resources. One-time registration is required using KLEF e-mail ID.

Registration steps:

Go to KLEF [library webpage](#) Click [E-Resources: On-Campus / Off-Campus](#)

→ New window will open → Sign up as a new user.

26. Is there a mobile app facility to KLEF central library?

Yes, KLEF central library provides mobile app for accessing the e-resources.

Registration steps:

Go to KLEF [library webpage](#) Click [E-Resources: On-Campus / Off-Campus](#)

→ New window will open → Sign up as a new user.

27. Where can I access Harvard Business Review publication?

Go to KLEF [library webpage](#) Click E-Journals → EBSCO Business → Go to advance search → Publications → Browse the Harvard Business Review in the search box.