FAQs

1. **Where is the MIT Central Library located?**
   The MIT Central Library is located behind the Academic Block 1(AB1) at the MIT Campus.

2. **What are the library's working hours?**
   The library remains open from 8.30 am to 11.00 pm on all days.

3. **Is the library open on Sundays and Holidays?**
   Yes. The library remains open from 8.30 am to 11.00 pm. on Sundays and Holidays.

4. **Do I need a card or membership to visit the library?**
   The library has access control doors; one needs to bring and use their **ID card** provided by the institution to visit the library. Furthermore, if you want to borrow library books, the ID Card is required. **No separate** Library Card will be issued to use the library services.

5. **How can I access the library resources?**
   You can access the print resources by visiting the library physically, and digital resources can be accessed remotely by visiting the library website via Openathens. For print resources, you can browse the shelves or request assistance from staff.

6. **How do I request assistance for accessing library resources?**
   Library staff will assist you with resource-related queries at help desks. You can also ask for help in finding books and using digital resources. You can also click the *Ask a Librarian* link provided on the library website
   https://mitmpllibportal.manipal.edu/

7. **How can I find books in the library?**

Web OPAC (Online Public Access Catalogue) link is available in the library web page. Users can search for required documents using an author, title, subject, and keyword searches using this link.

8. **Is there a place in the library for Group Study?**

Yes. The library provides group study spaces for all users which is located in the second floor of the library.

9. **Is there a policy for reserving reading spaces in the library?**

No, the reading space is first-come, first-served basis. At present reservation facility is not available.

10. **Who can borrow books from the library? Is any borrower's card required?**

Undergraduates, post-graduates, full-time and part-time research scholars, faculty, and technical staff members of MIT, Manipal are eligible to borrow books from the library. They need to produce their ID card at the circulation counter, and **first-time users** are required to fill out a library form for adding into the patron database of the library software.

11. **How do you borrow books from the library?**

Books can be issued from the circulation centre in the ground floor. You can also use the Self-check-in /check-out kiosks on the same floor to check out books.

12. **Where can I return the borrowed books?**

Borrowed books can be returned at the circulation centre in the ground floor. You can also return the books at the Dropbox placed in the entrance lobby of the library.

13. **How many books can I check out from the library?**

    Faculty - Total 8 books for one Semester.

    Technical Staff - Total 2 books for one Semester.

    Undergraduate, Post Graduate - Total 4 books for 14 days.

    Research Scholars - Total 4 books for one Semester

14. **Is there any fine if the book is returned after the due date?**

    For students, if books are not returned after the due date, a fine of Rs. 2=00 per day is levied.

15. **Can I suggest a book or resource to the library?**

    Yes. Students can request for general books by approaching the Chief librarian. Any way technical books can be recommended by faculty members only through their HODs.

16. **Where can I find question papers of previous years on my subject?**

    Previous years' question papers are accessible from the library website.

17. **Can I get a photocopy of the library document?**

    Yes, the library provides photocopying facility with minimum charges; however, photocopying full books is not allowed as per copyright law.

18. **Can I use the library computers?**

    Yes, the library has an **Information Centre** where students can use the computer facility to access digital resources subscribed by the library. There are also specialised workstations for users with assistive needs.

19. **Where do I access the Internet in the library?**

    The Internet can be accessed throughout the entire library via Wi-Fi. You can connect to the iBus Wi-Fi Services by registering for it.

20. **Can I access electronic resources remotely?**

Yes, all users of the MIT Central Library can access the library resources remotely through institutional Email IDs (learner.manipal.edu **OR** manipal.edu).

21. **How can I find a journal or a book online?**

Click on 'Publication Finder' on the library webpage and type the title of the book/journal, and click on the option provided.

22. **Is the remote access facility and library webpage compatible with Mobile devices?**

Yes. The remote access and library web pages are compatible with mobile devices.

23. **What are the databases that can be accessed remotely?**

All the databases subscribed by the library and open-access databases can be accessed remotely.

24. **How can I find PhD theses?**

You can get the full text of the PhD theses (digital copy) of registered Indian Universities from the Shodhganga portal. The link for the same is given under the Digital Repository Tab of the library website. Hard copies of the PhD theses submitted to MIT and MAHE are available in the library.

25. **Can I search for literature on a given topic in all databases subscribed by the library with a single click?**

Yes. 'Search' and Advanced Search' options are available on the library website. EBSCO Discovery Service has been integrated into the 'Search' option to facilitate a single-click search of a given topic.

26. **Where can I find databases for conducting a Literature search?**

You can access all the databases required for the literature search by clicking

'Online Resources' on the library web page.

27. **How do I stay updated with library events and announcements?**
You can check the library website for updates on events and new resources.

28. **Can I carry personal books to the library?**
Personal books are allowed on the second floor of the library (individual and group study areas); however, they are **not allowed** on the ground floor (Lending section) and first mezzanine floor (Periodical section).

29. **How do I get access to Grammarly?**
MIT Central Library provides access to Grammarly for all members. It can be accessed by clicking 'Research Support Tools' on the library website.

30. **Is there a plagiarism-checking tool available at the library?**
Yes. MAHE provides Turnitin access to all faculty members and the Institution/Departments through its Digital and Information Technology Department. Students could contact the Departments or their guides to check their project reports. The library provides a Turnitin report of a PhD thesis for researchers on request. Such requests can be sent to lib.mit@manipal.edu. Newly joined faculty members can request Turnitin credentials using the IT service desk in the MU portal (MAHE intranet portal).

31. **Can I use referencing software?**
The library webpage has given a link to Mendeley referencing software. EndNote reference tool can also be accessed through the Web of Science platform.

32. **How can I find the impact factor of a journal?**
The journals' impact factors are found in Journal Citation Reports (JCR). Access to JCR has been given under 'Online Resources' on the library webpage.

33. **How can I know whether a journal is indexed in Scopus?**

In Scopus, the 'Sources' feature lists the journals indexed in Scopus.

34. **How can I find the quartile of a journal in Scopus?**

In Scopus, the 'Sources' feature gives a journal's quartile details when typing the journal's name.