



## LIBRARY ORIENTATION

WALK INTO THE LIBRARY TO  
KNOW MORE

Library team invites every staff member on their joining the institute, for a library visit where in library staff not only introduces the resources, services, and library, but also gives a detailed tour of the library. This very first interaction allows library staff an opportunity to meet the new staff members and understand their nature of work and information needs.

**Step into the library and  
immerse yourself in its  
offerings..**

## RESOURCES

- Dive into our expanding collection of print and digital resources, including Hindi books, children's collection, and career-related materials.
- Access 7000+ premium digital newspapers and magazines through our E-Newspaper Collection (PressReader) for daily news and current affairs.
- Suggest new books for acquisition if not already available in the library's collection.



ERESOURCES



NEWSPAPERS



CHILDREN  
BOOKS

## ALERT SERVICES

- ▶ Receive Library weekly updates on new library items, featured authors/books, curated collections, and news.
- ▶ Stay informed with timely alerts on acquisitions and library happenings.



SEE UPDATES

## GET IN TOUCH



+91-079-2395-2431



[librarian@iitgn.ac.in](mailto:librarian@iitgn.ac.in)



Main Library, Block 13,  
IIT Gandhinagar,  
Palaj-382055



LIBRARY WEBSITE

# LIBRARY SERVICES FOR STAFF

Community. Knowledge. Growth



## MEMBERSHIP



LIBRARY  
MEMBERSHIP

Staff members on joining the Institute are entitled to use the library facilities by default and are requested to fill the membership form. Institute ID cards issued to each employee serve as library cards. Library also offers its membership to the Family Members (parents, spouse & children) of IITGN employees & students. Library also offers external memberships to facilitate institutional linkages & interactions for mutual benefit.

## SERVICES!



### Library Access and Resources:

- Circulation Services
- Inter Library Loan (ILL)
- Document Delivery Services (DDS)
- Reference and Information Services
- Off-campus access
- Pressreader



### Technology and Equipment:

- Computers, Copying, Printing, Scanning



### Professional Support Services:

- Writing Assistance (Grammarly)
- Similarity Checking using Turnitin

## OTHER SERVICES



PATHFINDERS

- Explore pathfinders, career resources, book exchange, news/events, FAQs, and assistance at IITGN Library.
- Discover bibliographies, career guidance, book exchange, news updates, FAQs, and personalized assistance at IITGN Library.

## BORROWING PRIVILEGES

No. of Books	Category of Collection	Duration
6	General Collection	30 days
2	Loose issue of a Journal/ Magazine	05 days
2	CD, DVD etc.	05 days
6	Children's Collection	30 days

Late Fee (applied to all categories of users)

Category of Collections	First 7 days	8 <sup>th</sup> day and onwards
General Books, CDs/DVDs and Loose Journal/ Magazine issues etc.	₹ 2.00 per day	₹ 5.00 Per day
Short Loan Books (Course Reading)	₹ 5.00 per day	₹ 10.00 per day



PRIVILEGES

Discover, Learn, Thrive:  
Your Journey Starts at the Library.



LIBRARY  
SERVICES

## STAFF SERVICES OVERVIEW

- Extensive services for IITGN community, encompassing all staff categories.
- Access to diverse resources and services aiding day-to-day tasks.
- Focused on enhancing professional and personal competencies.
- Tailored information services exclusively for IITGN staff.

**Expansive Services: Enriching  
Every Journey, Every Role!**