National Institute of Design, Ahmedabad
Knowledge Management Centre
Frequently Asked Questions (FAQs)

1. **Where is the Knowledge Management Centre (KMC) located across the three campuses?**

    KMC is located on first floor opposite Gira-Gautam (GG) Square in Ahmedabad campus, on the ground floor opposite to foyer in Gandhinagar campus, and on the first floor next to the elevator entry/exit in Bengaluru campus.

2. **Who can avail the KMC services?**

    Undergraduate, postgraduate students, research Scholars, faculty members, staff members, across three campuses of NID Ahmedabad. Visiting faculty, contract staff members working on projects can avail the services as per the introduction of the discipline lead or Project head. Alumni, ex faculty members, faculty members, research scholars and students at other premier institutes will be considered as external members and their access to KMC is based on fees per day or week (Please follow https://www.nid.edu/academics/kmc for External membership details).

3. **How can I become a member of KMC?**

    For enrolment as a member, students need to fill-up the membership form which is available at the circulation counter. Faculty and staff members must submit the duly filled out application form recommended by Discipline Lead/HoD along with the photocopy of the appointment order to circulation in-charge.

4. **What are general /circulation guidelines of KMC?**

    Please follow the link http://nid.edu/academics/kmc and scroll down for finding general and circulation guidelines of KMC.

5. **What are the information services provided by the KMC?**

    Please follow the link http://nid.edu/academics/kmc to find the services provided by the KMC across three campuses.

6. **What are the opening hours of the KMC across three campuses?**

    KMC follows the below mentioned timings. *****Please note that we are still following Covid 19 Guidelines issued by MoHFW, hence the timings are from **9:00 am to 6:00 pm from Monday to Friday across three campuses.** Access to KMC is available for the students on campus, rest must write to the Registrar's (Ahmedabad campus)/Dean's office (Gandhinagar/Bengaluru campuses) for acquiring permission for entering the campus.

Days	Hours		Circulation Desk Time	
Monday-Friday	9:00 am	12:00 (Midnight) *6:00pm	9:15 am 9:15 am	11:15 pm *5:45 pm
Saturday	9:00 AM	6.00 PM	9:15 AM	5:15 PM

7.   Where can I search for KMC Resources?

On KMC website http://nid.edu/academics/kmc, there are few ***Quick links*** provided. You can find details about resources from KMC Database through the Online Public Access Catalogue (OPAC) of KMC across three campuses from: http://14.139.111.216:8080/search/query?theme=nid

8.   How are the books arranged in the KMC?

Books in the KMC are arranged in classified order using the Dewey Decimal Classification (DDC) System. After locating an item in the OPAC, the screen will provide the call number for the item. The call number is the "address" of the item on the shelf. It will look something like the following: 620.11 (assigned for the book "Material Science") However, besides the general collection, the books are also kept in other sections like Reference Section, Book OVERSIZE, RARE and Hindi books.

9.   **How can I access other important resources?**

The Design models (Prototypes), Audio Visual materials, Game boards, Craft documents, rare books, and reference books cannot be issued, and they can be accessed at KMC only subject to the condition of the materials.

10.   Can I get a photocopy from a book?

Photocopying from archival material is strictly restricted. Photocopy is discouraged as it damages the spine of the book. However, for academic and research purposes, Photocopy is permitted on submitting a duly signed copyright form based on the condition of the books. The copyright form is available at the circulation desk.

11.   Should I pay an overdue fine if I don't return the issued book on time?

Borrowers are responsible for returning books issued to them on or before the due date. All overdue items are fined Rs.2.00 per item, per day. Accordingly, fines will be collected from the users.

12. **What should I do if I have lost my Identity card?**

   If any student has misplaced/lost an Identity card, She/he must report the same, in writing, to the Academic department. For availing KMC services, she/he is required to produce a copy of the application for a duplicate card submitted to the Academic Department along with a photo identity proof.

13. **What if I lose or damage something I borrowed?**

   You should immediately consult the circulation counter to know the book details and then consult the Acquisition Section for the replacement of the book.

14. **How can I get help with my research?**

   Schedule a meeting with Head, KMC during office hours by writing an email to kmc@nid.edu

15. **What e-resources are available to users?**

   On KMC website http://nid.edu/academics/kmc, there are few *Quick links* provided. You can find details about *E-Resources* from the below link: http://nid.edu/academics/kmc/e-resources

16. **How can I access E-Resources off campus through Remote login facility?**

   The students and faculty members are informed to write to kmc@nid.edu requesting for Remote login facility. After receiving the email, KMC will provide Username and Password within one business day to access E-Resources through the following link: http://idp.nid.edu/

17. **How will I get access to WGSN?**

   Please write to kmc@nid.edu requesting for the access of WGSN. You will receive an email after we set-up your account in WGSN. You must follow the details provided in the email received by you from WGSN for accessing it online.

18. **How can I recommend resources (books, magazines, journals, etc,.) to KMC?**

   Students can email their recommendations to the Discipline Lead or Faculty Guide, who will further endorse the recommendation to KMC. Faculty members and Heads of the Departments can send email to respective campuses KMC email id mentioned at the end of this document to recommend resources to KMC. Other staff members can submit their requests to KMC through the respective HoD. The students, faculty members, and staff members must make sure the titles recommended are diverse in nature, and do not relate only to a specific area.

19. **Can I donate books or other materials to the KMC?**

   Accepting the books on donation is subject to suitability as per acquisition policy of the KMC. Donated books will be catalogued under the gratis category.

20. **Whom can I write suggestions/queries related to the KMC?**

"Suggestion Register" is placed at the entrance of the KMC where you can write your suggestions. You can also email your suggestions/queries related to:
KMC Ahmedabad campus to kmc@nid.edu,
KMC Gandhinagar campus to kmcpg@nid.edu, and
KMC Bengaluru campus to kmcblr@nid.edu.