



Date: 24.04.2020

## NOTIFICATION

### Library Patron Portal

Library Patron Portal (LPP) is an online web portal which will provide number of services to Library Members. It is essential that every member of CIT Kokrajhar must have an account of this portal to avail major facility like handling of Institute ID card. The following facilities are available through this portal:

1. Account based secured portal.
2. Account details update facility at any time.
3. Library related issues can be check easily like
  - a. Past transaction records.
  - b. Automatic overdue fine calculation.
  - c. Download Library Clearance Certificate.
  - d. Easy access of e-journals and e-books.
  - e. Latest notifications, latest release of print books, print magazines and other e-resources.
  - f. Easy apply of library card cum institute id card.
4. Many more updates will be released time to time.

### Signup/Login process

1. Log on to <http://centrallibrary.cit.ac.in>
2. Go to Online Form > Member Account
3. If already have an account, then go to next step. Or signup with details: please provide valid email and contact number. This primary email and contact number will be used for further communication.  
**Email verification is required during signup process.**
4. After successful signup, sign in to your account.
5. For the first time account use, please complete your profile settings with valid details. After completion of profile settings two options will be available 'Update Profile Settings' and 'ID card Apply'.
6. **If you are already member of Library, then please update Library Member Code available in Library Smart Card (Below Bard Code).**
7. Now you may newly apply/renew ID Card.
8. Other Services will also be available in dashboard.



## Few Important Instructions:

- 1. Apply of ID Card:** CIT Kokrajhar will issue only one smart card as Institute ID Card cum Library Card. For newly admitted students issue of ID card will be charged as free. For renew of ID card will be charged as Rs. 100. For CITK Staff each card will charged as free per year, otherwise Rs. 100 will be charged for consecutive issue/re-print of ID card. Member will get an email after printing of card. Card application status can also be track from the option available under 'ID card'.  
Smart ID Card will be enabled with secured QR code. Scanning of the code will display authenticated information about the member.
- 2. Transaction Details:** Here you can check your past transaction details like overdue fine and membership fee.
- 3. Overdue items:** Here you can check overdue item list with overdue amount. Overdue item list being updated periodically thrice in a month. So, if you pay your overdue fine, list may get update after periodic time or time to time where ever necessary or urgent requirement. (Periodic time: 1<sup>st</sup> -2<sup>nd</sup> day, 10<sup>th</sup> -11<sup>th</sup> day and 20<sup>th</sup> -21<sup>st</sup> day of the month)
- 4. Library Clearance Certificate (LCC):** Library Clearance Certificate is necessary for admission renewal, admission withdrawal, apply for caution money, withdrawal of pass certificate. LCC is automatically generated based on overdue item list.
- 5. Documents required to upload:** During profile setting for first time two documents are required to upload
  - a. Photograph:** A colored passport size photograph should be uploaded. Photograph should be clear and size should be maximum of 100 kb. Photograph must be in .jpg format.
  - b. Identity proof document:** The following documents are required to upload to verify your identity in the institute.
    - **Student/PHD Scholar-** Admission payment receipt.
    - **CITK Staff-** Appointment Letter.
    - **Guest Member/Internship-** ID Proof.
    - **JRF-** Selection letter

Size of the document must be less than 200kb and file must be in .jpg/.pdf format.

## Information for existing students:

All existing students (Diploma, UG, PG) and PhD Scholars are requested to follow below steps to create account.

1. Create account.
2. Update profile details.
3. Update Library Member Code.
4. Apply for new card.
5. **Pay Rs. 100.00 at Library after institute reopen. Email will be sent after card print. Submit old cards and issue new card.**
6. Access the portal services.

\*\*Every member must submit their old cards (ID & Library) during issuing of new card.

\*\*For any clarification kindly sent email to [b.paul@cit.ac.in](mailto:b.paul@cit.ac.in)/[citlibrary@cit.ac.in](mailto:citlibrary@cit.ac.in)