

TNNLU LIBRARY

Know your Library: FAQs

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GENERAL INFORMATION

Is there a single point of reference where I could learn about the Library and its activities?

Library website (<https://www.tnnlulibrary.net>) tells you all about the Library.

1. Resources page: <https://www.tnnlulibrary.net/resources>

>WebOPAC links and ‘About WebOPAC’ (Search methods, your library account etc)

>Subscribed Resources and ‘Guidelines on Database Access’

>Online Open-Resources (Books, Dictionaries, Lectures, Theses, Journals, Projects, eCourts, Parliamentary Debates, Legislation, Gazette, Census, Free Education etc)

>List of subscribed journals, magazines, newspapers

>Question-paper Bank

>RSS (Global Legal Monitor)

2. Services page: <https://www.tnnlulibrary.net/services>

WebOPAC, Remote Access, Digital Knowledge Centre, New Arrival Service, Newspaper Clipping, Reprography, Book Bank (Surplus Copies) etc

3. About Library: <https://www.tnnlulibrary.net/about>

Timing, library team, committees, guidelines, rules, forms, floor plan etc

4. Gallery: <https://www.tnnlulibrary.net/gallery>

5. Home: <https://www.tnnlulibrary.net/>

The best way to prepare for the law like command in English language, clear thinking, cultivation of the imaginative faculties by reading **poetry**, seeing **paintings**, and listening to **music**. Links to fictions, paintings and music in our collection are provided.

<https://www.tnnlulibrary.net/best-way> *[Top]*

What are the Library timings?

Monday-Saturday: 6 am - 12 am

Saturdays & Holidays: 9 am -5 pm

During Examination Period (Mid-Semester & End-Semester Exams) / TNNLU Intra-/Inter - Moot Court and ADR Competitions: Monday – Saturday: 6 am - 12 am Sundays & Holidays: 6 am - 12 am

Transactions (Book Issue and Return)

Issue of books: Monday- Saturday: 9 am -6 pm; Sundays & Holidays: 10am - 1pm. (Once the setting-up RFID system is complete, books will be issued by users themselves (self-issue) i.e the facility will be open anytime the library is open.)

Return of books: 9 am - 5 pm

Special Category Lending/Return (Moot, LL. M weekly seminar): 9 am - 5 pm

Vacation: No transactions/ only referencing facility. [\[Top\]](#)

Library Membership/Library Cards [Ref: Membership Section of Library Rules: (<https://www.tnnlulibrary.net/about>)]

Staff & Students: Library Membership is open to the Faculty Members, Research Scholars, Students (P.G. and U.G.), and the Administrative Staff of the University [For Application Form click here: <https://www.tnnlulibrary.net/about> > Form]. Provide a passport size photograph for generation of Library Card, which needs to be produced for all kinds of transactions in the Library. The photo should have a frontal view of your face and white background.

External users viz., professionals, *bona fide* research scholars, *bona fide* students etc., who wish to make use of the Library may be allowed to do so but with permission from the Librarian. For use for a limited period not exceeding 2 weeks, prior permission shall be sought supported by introduction from his/her organization and shall carry a valid identification document. Their use of the Library shall be limited to the use of facilities within the premises of the Library and shall not have the benefit of borrowing or any other forms of access. [\[Top\]](#)

What shall I do, if I lose my Library Card/How do I obtain a duplicate card?

- Loss of card should be immediately reported to the Library and duly get it deactivated. It shall be the responsibility of the member to fulfil all the above requirements. An amount of Rs. 200.00 (Rupees two hundred only) will be charged for replacement of Library Card. Duplicate card shall be issued only upon payment of all dues.
- Make an application to the University Librarian for duplicate ID card along with proof of payment of duplicate card fee of Rs. 200.

- Membership cards are non-transferable and should be kept in safe custody. The card owner will be responsible for misuse of his/her card and loss incurred. [\[Top\]](#)

Am I permitted to bring books, laptops, etc. inside the library?

The library is a wi-fi zone and users are allowed to bring their lap-tops, notebooks, tablets, etc. inside the library. However, water bottles, food materials, bags, folders, personal effects, should be left behind at the Property Counter situated at the entrance to the Library. Cash should NOT be left in the Property Counter. Library staff will not be responsible for loss of personal belongings of the user. [\[Top\]](#)

Where do I find a place for group consultation /moot court discussion with out disturbing the tranquillity of the Library?

Two Discussion Rooms have been created on the first floor of the Library for this purpose.

Avoid carrying books there. If need be, do bring them out after use and leave on any reading tables outside. [\[Top\]](#)

Is there any special facility provided to the differently-abled members?

- Yes, there is an Accessibility Lab being set up which is equipped with the latest technological devices earmarked for the partially and fully visually impaired members at TNNLU Library. It consists of a) Screen Reader (SuperNova Screen Reader & Magnifier) and one Lex Instant Reader and a Scanner) b) Braille (Index Basic-D V5 Braille Embosser, Braille Paper Tractor Feed, Duxbury Braille Translator). The facility is made open to students from other institutions in Trichy
- Ramp, instead of stairs, are built at the entrance so that physically challenged users can be directly wheeled into the library.
- Toilets (in all floors) / Lift to all floors [\[Top\]](#)

BORROWING OF DOCUMENTS

How many books can I borrow from the Library, and which items are not lent?

There are different entitlements for different categories of users in the issuing of different types of library materials.

1. Books issue

LL.B. students: Two books at a time for a period of seven days and reissued after 5 days of return.

LL.M. students: Three books are issued at a time for a period of seven days and reissued after 5 days of return.

Faculty: Ten books are issued at a time for a period of 15 days and reissued after 5 days of return.

Library Staff: Three books are issued at a time for a period of 7 days.

Staff: Two books are issued at a time for a period of 7 days.

NB: Your ID card needs to be produced for all transactions [Top]

2. Special category lending (Issued from Library Counter)

Moot Preparation - Eight (8) per group. Submit 'Moot-Court Appln Form' located at <https://www.tnnlulibrary.net/about>.

LL. M: Weekly Wednesday Seminar - Three (3) Bare Acts/ books as recommended by Faculty-in-Charge of Seminar. Returnable on same day.

Overnight Issue (Students only) - one document from closing hour to start time of transaction next working day.

***NB:** Books are issued to Issued one's personal name to fix responsibility in respect of safe return as well as payment late fee.*

Restricted documents/ not lent

Library documents marked 'Text books', 'Reference', 'Expensive Books', 'Damaged', and loose journals/magazines shall not be issued out of the Library and are to be consulted within the library premises.

CD-ROMs, DVDs are not to be checked out. [Top]

How can I keep abreast of the due dates?

One can get to know of his/her circulation statistics including due dates of return from the library webOPAC under 'Your Profile & Account' tab. [Top]

Do I need to pay a late fee for returning documents after due date?

The library levies late fee for denying documents to others by their delayed return. An amount of Rs 5 per day to be paid for personal as well as group borrowals [Top]

What should I do if the book I have borrowed is got lost?

Report immediately to the Assistant Librarian.

The lost/damaged document shall be replaced by the borrower with its latest edition (HB or PB as the case be) else an equivalent amount be paid to the University. [Top]

Can I request the Library to purchase specific new books?

Of course, you can. Complete a 'Book Requisition Form' at [\[https://www.tnnlulibrary.net/about\]](https://www.tnnlulibrary.net/about) and send over to the University Librarian (or send the bibliographical details through an e-mail message). Students should get these forms forwarded by their respective guides/any faculty member. [Top]

RESOURCES AND ACCESS TO RESOURCES

Print [Books, Periodicals, Bare Acts] & **Digital** [Books, Databases (Subscribed + Open), Question Papers, CD/DVDs]

What are different print resources and how do I locate or search them?

Books, Journals, (Current and Archive), Bare Acts

1. Books Collection: There are about 16,000 books on subjects covering Law, English, History, Economics, Sociology, Political Science, Commerce, Accountancy, Psychology and other related disciplines taught or researched into at TNNLU. It includes books on civil and judicial service exams and fictions.

Arrangement (Location: First Floor): In open stack area, the arrangement of books on shelves is according to DDC (Dewey Decimal Classification Scheme) class numbers. Every subject is assigned a code according to the Classification Scheme.

'Subject Guides' are provided on two ends of each stack. Go to the stack area (1st floor) and locate the stack/bay stocking books in subject of your interest. As an alternative, locate the stack of your interest beforehand by clicking on 'Subject Ordering by Bay' at <https://www.tnnlulibrary.net/about>.

NB: a) Very **expensive** books as well as tiny books are stacked in closed almirahs (Catalogue search will indicate the location of such costly books. Seek assistance of Library staff to access them) b) Books earmarked for **Book Bank** are also preserved in closed almirahs (1st floor) c) Books on **civil and judicial service exams** are arranged in GF separately.

2 Current Journals, Magazines and Newspapers: The list of journals, magazines and newspapers be seen at <https://www.tnnlulibrary.net/resources> -> 3rd column

Arrangement (Location: Ground Floor) Current journals and magazines are displayed in the designated corner of the library in journal display racks. Newspapers are displayed in ground floor as well as the academic blocks and hostels]

3 Journal Archive & Reports: Reports and bound journals include All India Reporter, All England Reporter, AIR Manual, Halsbury Laws of England, Corpus Juris Secundum, Labour Law Journal, Madras Law Journal, Current Tamil Nadu Cases, Criminal Law Journal, Company Cases etc.

Arrangement (Location: Ground Floor): Locating bound volumes of journals (journal archive) and reports in the open stack journal section is much easier. Here also indicative bay lists as well as tags with journal titles are pasted on the shelves. One can get to know about the archival collections of each bound

volumes of journal and reports from the WebOPAC [Click on WebOPAC or <http://210.212.249.230:5000/> to search the collection]

4 Bare Acts (Location: First Floor) are also stacked with + index files to locate them easily. [Click on WebOPAC or <http://210.212.249.230:5000/> to search the collection]

5 Book Bank: Surplus Copies Collection: (Location: First Floor). These are lent to all (Faculty and Students) on semester- mode on first- come- first -served basis. Two books could be issued by each individual. Click here to see the list of books: <https://www.tnnlulibrary.net/services> -> Surplus Copies Collection

6. Question Paper Bank: (Location: First Floor) [Top]

How do I verify the availability a particular book/document in the library collection?

WebOPAC (Online Public Access Catalogue on the web/in short ‘online catalogue’) is a search engine to locate availability of a book/document in the total collection.

While one is looking for a particular title, he/she may first search and/or browse the online library catalogue (WebOPAC), locate the desired title in the online catalogue, note down its call number and go directly to the shelf to locate that call number/book.

How Click on WebOPAC/Off-campus at <http://210.212.249.230:5000/> and make a search. The catalogue search will indicate the status of book like ‘available for issue’/‘issued’/‘in bindery’ etc.

‘About WebOPAC’ at <https://www.tnnlulibrary.net/resources> will explain how to make searches like Simple Search, Advanced Search and Browse. Besides, one could check his/her account at the Library like books pending, late fee, due date for return of books, reading history etc at WebOPAC. [Top]

Is there any provision to freeze books during exam and exigencies?

During TNNLU Inter- and Intra-Moot, ADR Competition time, and Mid- and End-Semester Examinations certain identified titles may be frozen from issue. The freezing shall take effect only on the written intimation by the Faculty concerned to the Librarian specifying the title/s. Students may approach the Faculty with their requirements well in advance. [Top]

What are the subscribed online databases available in the Library and how do I access them?

The online databases are listed (with links) in the Library website at 1st column of <https://www.tnnlulibrary.net/resources>. If assistance is required, see the 'Guidelines on Database Access' on the same page.

Access from campus

The online databases are accessible at the Library as well as across the campus on wi-fi.

Click on them for accessibility at <https://www.tnnlulibrary.net/resources>

Access off- campus: Remote Access credentials are required to reach them from outside campus. While on remote access, click on desired database and access them. However, databases like Taxmann, Manupatra, Aironline require separate login credentials. In other words, one cannot access them through remote facility while not in the campus. In order to obtain login credentials, apply (e-mail) individually to the Library at: library@tnnlu.ac.in

NB: Remote access facility is extended to individual members and shall in no circumstances be shared. Sharing of remote access facility shall result in the forfeiture of the facility from that member along with penalty.

Westlaw Asia: <https://launch.westlawasia.com/signon?sp=lwnitnnl-1>

Kluwer Arbitration:

<https://www.wolterskluwer.com/en/solutions/kluwerarbitration>

SCC Online: Access: First-time user should be registering with SCC Online before start using the database (Remember: Use the university e-mail ID to register). Click on 'Login' and register. Thereupon, always click on 'Login' > 'IP login' > enter 'Login ID' (your e-mail ID) to access the database.

HeinOnline: <http://tnnlu.ac.in/ejournals.php>. Click on 'Login' and start search.

Manupatra: For Access: <https://www.manupatrafast.com/ipAccess.aspx>

For Search: <http://www.manupatrafast.com/pers/Personalized.aspx>

NB: Access is provided by ID & PW while off-campus. To obtain ID and PW, write to: library@tnnlu.ac.in from your TNNLU e-mail ID. The login credentials are provided on your express undertaking that they would not be shared.

Aironline: <https://www.aironline.in/index.html> - - Access is provided by ID & PW (and not IP). To obtain ID and PW, write to: library@tnnlu.ac.in from your TNNLU e-mail ID. The login credentials are provided on your express undertaking that they would not be shared.

Taxmann: www.taxmann.com - Access is provided by ID & PW (and not IP). To obtain ID and PW, write to: library@tnnlu.ac.in from your TNNLU e-mail ID. The login credentials are provided on your express undertaking that they would not be shared.

JStor: <https://www.jstor.org/>

EBC Reader: <https://www.ebcreader.com/library.php> Database of 1000+ titles - books, bare acts, the Practical Lawyer, dictionaries and referencers.

Access is by individual credentials (ID- PW). (Your official e-mail ID serves as ID in EBC Reader). However, one -time registration is required initially. So click on the above link, while on campus, and sign in with one-time password Ebc@2020 and, thereupon, change the password. Login with the new password always to access the database.

Off- campus access: For registration as well as regular accessing, one should be first logged in to his/her remote access account. Having logged in to remote access > click on EBC Reader (found under 'E-books') > EBC Reader window opens up > look for 'Hello!' on RHS top and click on 'Sign in' > sign in with your official e- mail ID and temporary password Ebc@2020 > on logging in, change the password from the drop down where you can see 'Hello!'

Indiastat: <https://www.indiastat.com/>

Indiastat is India's most comprehensive e-resource of socio-economic data. It provides secondary level socio-economic statistical information about India, its states, regions and sectors.

To access: <https://www.indiastat.com/> -> "login" (top central) -> click on "Through IP Login"

The session time-out, while accessing the database, is set for 20 minutes i.e. in case your browser remains idle or inactive for 20 minutes, re-login would be required. Also remember to logout from the site by clicking "Log out" link as in case of improper log-out it may take another 20 minutes to re-login (Its IP based single user access).

Economic & Political Review:

https://www.epw.in/frontpage?0=ip_login_no_cache%3D85ce45bc5839d0c60e8cd15589bc6b12 In case EPW fails at any point of time, turn to JSTOR for access to issues pertaining to 1996-2020.

Indian Historical Review :

<http://journals.sagepub.com.tnnlulibrary.remotexs.in/home/ihr>

National Digital Library of India & NDLI Club: <https://ndl.iitkgp.ac.in/> The National Digital Library of India (NDLI) provides free access to more than 11 lakh books in all subjects (including Law) and various languages.

Become a member of **NDLI Club** to gain the best from NDLI by applying to Assistant Librarian asstlibrarian@tnnlu.ac.in *[Top]*

Online books

Do we have e-books and how to access?

We have procured 800 subscribed e-books from Cambridge University Press, Edward Elgar and Cambridge University Press. To access them, follow the following link at 1st column of :

<https://www.tnmlibrary.net/resources>. If assistance is required, see the 'Guidelines on Database Access' on the same page. (NB: Remote Access credentials are required to reach them from outside campus)

OUP eBooks: <https://www.oxfordscholarship.com/> eBooks from Oxford Scholarship Online numbering 583 (730 including open access and free books).

Guide: Enter the search term (right top) & click on search button > look at first column (LHS) for 'availability' and click on 'unlocked' > submit. One could search within results (LHS top), narrow the choices by recency, year etc (LHS/ first column), access free and open books too by clicking on appropriate buttons under 'Availability' (LHS/ first column) and use many other search enhancement tools.

Note: While you are on the site, it may be noted that you have access only to 'Unlocked', 'Free' and 'Open access' books and not to 'Restricted'.

For further guidance take a

tour: <https://oxford.universitypressscholarship.com/page/take-a-tour>.

Elgaronline: <https://www.elgaronline.com/browse?access=user&level=parent>

Access is limited to purchased (green dot) and open access (yellow dot) books. (Look for the dots on right side end of each title)

CUP e-Books:

[Corporate Insolvency Law, Perspectives and Principals/ Vanessa Finch & David Milman, 3rd Ed](#)

[Dispute Processes by Palmer/Roberts 2020](#)

[Effective Negotiation by Ray Fells 2019](#) [\[Top\]](#)

Are there any open-access online resources that are listed the library website?

Yes, plenty. (Books, Dictionaries, Lectures, Theses, Journals, Projects, eCourts, Parliamentary Debates, Legislation, Gazette, Census, Free Education etc)

Follow this link: 'Online Open Sources' at

<https://www.tnmlibrary.net/resources> [\[Top\]](#)

Where do I get past years' question papers?

Hard copies as well as soft copies of previous years' question papers are available. For hard copy, approach Library counter. Soft copy is accessible at 'Question paper Bank' at <https://www.tnmlibrary.net/resources>. [\[Top\]](#)

What are the CD/DVDS on?

CD/DVDs on subjects and music are preserved in an almirahs in Ground Floor. Contact the Library staff for list and the CD/DVD. [\[Top\]](#)

SERVICES

Newspaper Clipping Service

Clippings of news items on TNNLU, collected from newspapers subscribed to at TNNLU Library are available for reference in the designated file at the Library.

New Arrivals

Scanned dust/cover pages of new additions (books, documents) to the Library are uploaded on website periodically as well as circulated by mail. Besides, these books/documents will be on display in the first floor in the Library. *[Top]*

RSS

RSS feeds from the Global Legal Monitor (Law Library of Congress, USA) on the latest news in the field of law are provided at the 'Resources' page of the Library website ([HTTP://WWW.nonliterary.net/resources](http://www.nonliterary.net/resources)) Click on the respective link to view the feeds in detail. *[Top]*

How do I get scanning, photocopying and printing services within the library?

Photocopying & Printing

This service is out-sourced. Materials may be photocopied on spot payment to the vendors stationed at the Library (1st floor) at the rate negotiated by the University. Faculty members are extended free photocopying facility of library documents.

(Details at 'Reprographic Service' -> <https://www.tnnlulibrary.net/services>)

Scanning

Scanning can be done by the user himself/herself or one may seek library staff's assistance for the same. Scanning is a free service, at ground floor. *[Top]*

How do I obtain Remote Access Facility (*The library goes wherever you go!*)

Remote access enables users to connect to resources in other locations via the internet. A third-party software like Remotexs is utilised by us to achieve this facility.

You may apply to the Library (library@tnnlu.ac.in) from your official email ID for the facility whereupon you will receive an activation link. Click on the activation link to create your account. On creation of the account, login from <https://tnnlulibrary.remotexs.in/user/login> to access the databases and online books remotely.

NB: Remote access facility is extended to individual member and shall in no circumstances be shared. Sharing of remote access facility shall result in the forfeiture of the facility from that member along with penalty. (Library Rules, Rule No. 5) *[Top]*

Book Bank: <https://www.tnnlulibrary.net/services> Surplus Copies Collection
Location: First Floor. These are lent to all (Faculty and Students) on semester-mode on first- come- first -served basis. Two books could be issued by each individual. Click here to see the list of books:

<https://www.tnnlulibrary.net/services> -> Surplus Copies Collection [\[Top\]](#)

FORMS

What are various forms, and how do I obtain them?

Following are the usually required forms:

Membership Application Form

Moot Court Books Requisition Form

Book Requisition Form

They are available at <https://www.tnnlulibrary.net/about> [\[Top\]](#)

RULES & REGULATIONS

Rules & Regulations: TNNLU Library Rules, 2019 at <https://www.tnnlulibrary.net/about> . Also see Guidelines on Developing TNNLU Library, Policy on Donation of Books etc at the same location [\[Top\]](#)
