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## NOTIFICATION ON ID CUM LIBRARY CARD

### 1. Purpose:

As of now members of CITK Family are using two cards one is Institute ID card and Library smart card. Since both the cards have their own identity but that can be merged in one. So, it has been decided to merge both the cards. Therefore, from now only one card will be available from Central Institute of Technology Kokrajhar as an **Identity Cum Library Card**. The card will be issued from the Central Library, CIT Kokrajhar.

### 2. Who can apply?

Since the new card is indicated as Identity of the Institute, therefore each and every member of the institute should have the card.

- Existing/new members of CITK family have to apply for the card compulsorily.

### 3. Card fee:

Since the new card will be issued, therefor a minimal amount will be charged. Consider the chart below for card fee.

Member Type	Category	Fee (Rs.)
Existing Member	<ul style="list-style-type: none"><li>Diploma/UG/PG/PhD</li><li>CIT Staff (Teaching &amp; Non-Teaching)</li><li>JRF/Outsourcing Staff</li><li>Guest Member/Temporary card</li></ul>	<ul style="list-style-type: none"><li>100.00</li><li>No fee for first issue, 100.00 for renewal/reprint in same year</li><li>No fee for first issue, 100.00 for renewal/reprint in same year</li><li>100.00</li></ul>
New Member	<ul style="list-style-type: none"><li>Diploma/UG/PG/PhD</li><li>CIT Staff (Teaching &amp; Non-Teaching)</li><li>JRF/Outsourcing Staff</li><li>Guest Member/Temporary card</li></ul>	<ul style="list-style-type: none"><li>Paid at the time of admission</li><li>No fee for first issue, 100.00 for renewal/reprint in same year</li><li>No fee for first issue, 100.00 for renewal/reprint in same year</li><li>100.00</li></ul>

4. **Payment mode:** Payment can be done by visiting Library only by cash/card payment/SBI Collect



## 5. How to apply?

- Id cards will be issued to all authorized members via membership account in the library.
- Every membership account will be the members of the library during the time he/she is attached with CIT Kokrajhar.
- Library membership apply is an online process and must be applied through Library website (<http://centrallibrary.cit.ac.in>)
- After successful completion of registration, members can easily apply for an ID card only in just a click.
- During renewal of membership/reprint of card members just have to login to their account and can apply again for the card. No need to fill lengthy form/application.

**Please remember only one card will be valid throughout the entire journey in CIT Kokrajhar. No member can use multiple cards and the system will automatically detect it and each card will carry a unique issue id and can be validated online. i.e. authenticity/validity of the card can be checked online simply by scanning QR code.**

### Process to apply:

- I. Read the guidelines carefully <http://centrallibrary.cit.ac.in/memRules>
- II. Visit application page <http://centrallibrary.cit.ac.in/user-registration-form>
- III. **Signup with details:** Point to be noted keep a valid email id and contact number for signup and this will be fixed for your account. Any communication from the library will be sent to here only.
- IV. Sign In to your dashboard.
- V. The first and primary task is to update your profile (Click Profile tab 'Left bar'), Addresses and document upload [**Please be extra careful while providing the data, this information will be displayed in the Card**]
- VI. Second task is, if you are an existing student, update Library Code from the dashboard page.
- VII. Third task is to click on the ID card and apply for it.

**Point to be noted: If any existing member skip step 5.VI and applied for a card, the system will consider a new member and fee will show ZERO. But while verification in library Fee will be updated as mentioned in point 3, here no member can claim for the free card.**

**Or, if followed step 5.VI, the system will automatically display the fee according to point 3.**

If, applying for a new member, fee will be automatically Zero.

- VIII. System will send one email containing the card application token number. Keep it for future use. Card application can also be checked by clicking **Check Status**.
- IX. There are various facilities available like E-journal access, E-Book access, Payment record list done with library, overdue book status, etc. More facilities will be updated time to time.
- X. Last but not the least, step is to apply for an E-library account. *Remember, once the membership is applied there will be no option to register for an e-library account. But when the application will be accepted from the library, a registration option will be displayed at the right-bottom corner. Just click the register button. Within a few days you will receive an email containing your ID and password.*


**Since you are using a patron account and e-library account, it's a simple suggestion from the library that keep your id and password the same for both the accounts.**





#### 6. Important points to be remember:

- I. While creating your account, provide correct email id and contact number. This will be the primary id for future communication. User may provide any email id. It is better to provide citk email domain if it is present.
- II. Type the OTP/TOKEN number while creating the account. Once the OTP verification fails, users may have to wait for few hours to reapply as the system automatically delete their dummy data within 6-8 hours. Once the dummy data deleted, an email will be sent to the email id to reapply.
- III. Update personal details
  - All fields are compulsory.
  - Use the word first letter as capital.
  - Use proper academic roll number/employee number/ID card number for GUEST/JRF user.
- IV. Upload document
  - Upload the current passport size photograph.
  - Upload document proof like
    - a) latest admission payment receipt
    - b) appointment letter
    - c) ID proof for GUEST MEMBER
    - d) Scan copy of Valid old CITK ID card
    - e) CITK Bonafide Certificate.
    - f) Admission proof.

  
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