

PRESIDENCY UNIVERSITY LIBRARY

KOLKATA

Date: 06/09/2021

Notification for issue/return of books during Pandemic period

All students and research scholars of the university are hereby informed that library will remain open on every Wednesday and Friday (barring Government holidays) from 13th September, 2021 onwards till further notification for issue/return of library books. The book issue/return activities will be carried out **from the Derozio Hall Lawn only following strict compliance of health protocol to combat Covid 19.**

The following steps to be followed for issuing books

1. Visit the Library OPAC at <http://14.139.217.93:8080/newgenlibtxt>

Or

Please follow the steps to browse WebOPAC:

Go to our University Webpage > click on Library > click on OPAC > click on New WebOPAC

2. Search books and note down the following details of the books needed

Authors	Title of Books	Class No	Accession No	Location
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3. Go to the link: **Book Issue Form**. (If the location of the book is Science library, please click [Book Issue Form-Science Library](#); if the location of the book is Arts Library, please click [Book Issue Form-Arts Library](#); If the book is available in both Library, you can click on any of the two forms.)
4. Please fill the **Book issue form** properly.
5. For issuing of books, you are requested to submit the form at least four days prior to **issuing date**.
6. Students will be informed the **date of issuing books** at least one day in advance. **Books will be issued only on the scheduled date. The date will be communicated to the concerned students by email only. If a student has any problem on the scheduled date, he/she may request another date by e-mail only. He may be given alternate issue date.**
7. Books Issue timing: **11.30 AM To 3.30 P.M.** Book will be issued only on the scheduled date.
8. Books return timing: **11.30 to 2.00 P.M.** Book may be returned in all the above-mentioned working days within this given time period.

Prof. in Charge-Library Services