

**PRESIDENCY UNIVERSITY LIBRARY**

**KOLKATA**

**Notification for issuing books during Pandemic period**

*The following steps to be followed for issuing books*

1. Go to the link: **Book Issue Form**. (Students of Science disciplines, please click [Book Issue Form-Science Library](#); Students of Arts, Humanities and Social Sciences disciplines, please click [Book Issue Form-Arts Library](#)).
2. Please fill the **Book issue form** properly.
3. 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.***
4. For issuing of books, you are requested to submit the form at least four days prior to **issuing date**.
5. Books Issue timing: **11.30 AM To 3.30 P.M.** Book will be issued only on the scheduled date.
6. Books return timing: **11.30 to 2.00 P.M.** Book may be returned in all the working days within this given time period.
7. All the issue/ return activities will be done from **Derozio Hall Lawn only**.

Prof. in Charge-Library Services