

**PRESIDENCY UNIVERSITY LIBRARY
KOLKATA**

Notification for issuing books during Pandemic period

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 working days within this given time period.
9. All the issue/ return activities will be done from **Derozio Hall Lawn only**.

Prof. in Charge-Library Services