

## BOOK RESERVATION

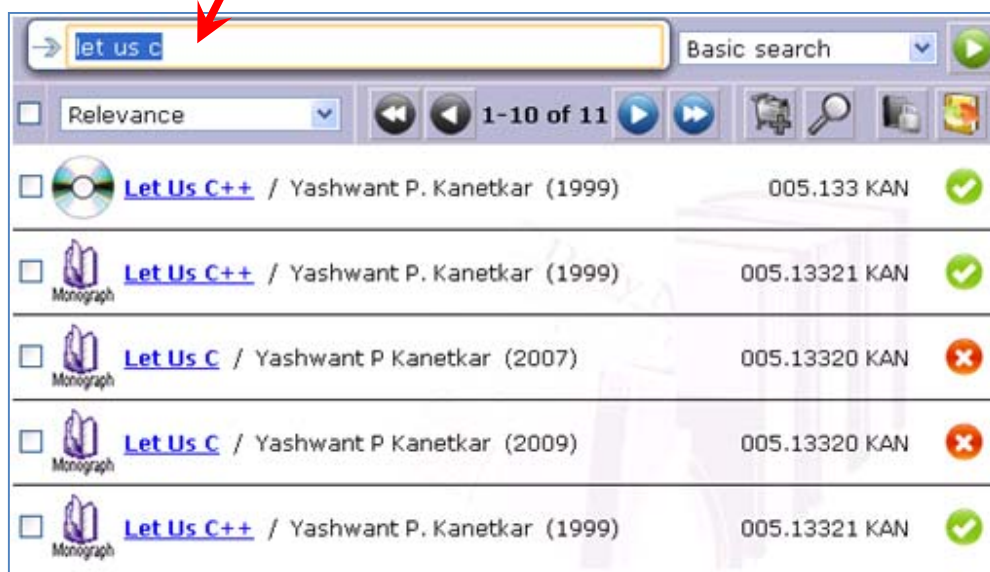
Use reservation facility only when

- a) the book is not found on its location
- b) and the borrower does not have any copy the same book.

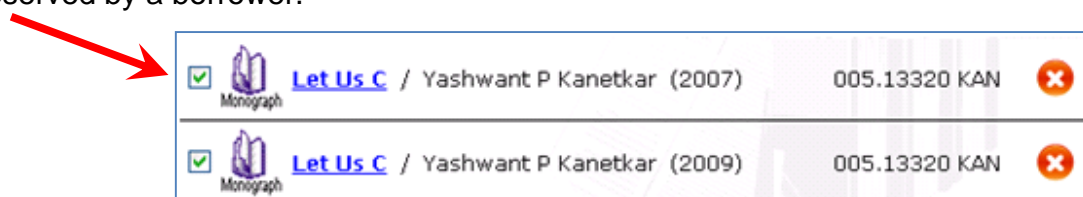
If any student reserves a book which is already issued to him/her or which is available on its location then his/her Library Membership will be suspended for six month.

### To reserve a book follow the steps given below:

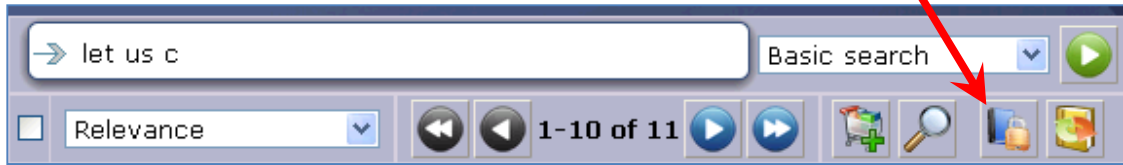
1. Log in to OPAC using login link on top right corner of this screen.
2. Make Sure your E-mail ID and Mobile No. are updated under **My Portal > My Details section of OPAC.**
3. Search the Book to be reserved either by typing
  - a. Surname of the Author followed by comma and then First Name of the Author
  - b. or Title of the book.



4. Click in the checkbox next to the applicable Resource. Maximum two resources can be reserved by a borrower.



5. Click the Reserve icon.



6. A screen containing the selected Resources will display. Select **First Available** option to reserve First Available copy of the resource.

Reserve	Copy being reserved	Pickup Branch	Description
<input checked="" type="checkbox"/>	First Available First Available 003960 - Copy 8 - Available 000923 - Copy 2 - Available 000924 - Copy 3 - Available 000926 - Copy 5 - Available 003961 - Copy 9 - Available 003957 - Copy 10 - Available 008815 - Copy 11 - Available 003958 - Copy 6 - Available	JUIT	Let Us C / Yashwant P Kanetkar (2002)

7. A grayed out checkbox indicates that either the Borrower's Loan Category does not permit them to reserve the Resource or the Resource itself cannot be reserved.

Reserve	Description
<input type="checkbox"/>	Let Us C++ / Yashwant P. Kanetkar (1999)
<input checked="" type="checkbox"/>	Let Us C++ / Yashwant P. Kanetkar (1999)

8. Click the Save icon to Reserve the Resources.

9. The Reserved Book will be shown in **Reservation** Tab under **My Portal->Requests**.

Title	Copy	Copy ID	Due dates	Position	Action
Let Us C	First Available			2 of 2	

10. When the reservation will be fulfilled it will shown in Loans and My Loan Tab.

11. An E-mail and SMS will sent to you confirming your Reservation Fulfillment.

12. Collect this book from Circulation Counter as soon as possible. **Make sure you have no Outstanding Loan and Fine.**