

# **BOOK RESERVATION STATUS & CANCELTION**

## **To Check the Status of Your Reservation:**

- Log in to OPAC using login link on top right corner of this screen.
- IF the reservation is fulfilled, the book issued by you will show in My Loans Tab under My Portal-> Loans. Otherwise the Book will be shown in My Reservation tab under My Portal-> Requests.
- An E-mail and SMS will sent to you confirming your Reservation Fulfillment.
- Collect this book from Circulation Counter as soon as possible. Make sure you have no Outstanding Loan and Fine.

## **To Cancel Your Reservation:**

- Log in to OPAC using login link on top right corner of this screen.
- Go to My Portal -> My Requests
- Click on My Reservation tab.
- Click on the **Red Cross(X)** Button of the Title to cancel your reservation