Library User Manual for MFS Students

For getting access to the library collection follow the following steps:

- 1. Open Mozilla Firefox or Internet Explorer
- 2. Type http://libraries.mkcl.org/ in the browser or copy and paste the link
- 3. You will get the following screen:

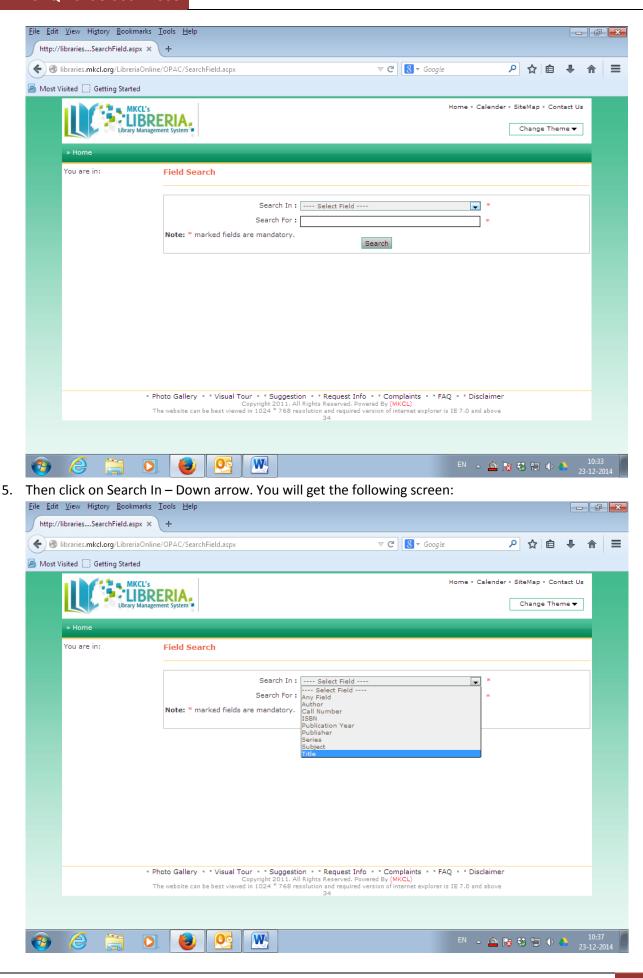


4. Click on Field Search. You will get the following screen:

MKCL QMS ISO 9001:2008

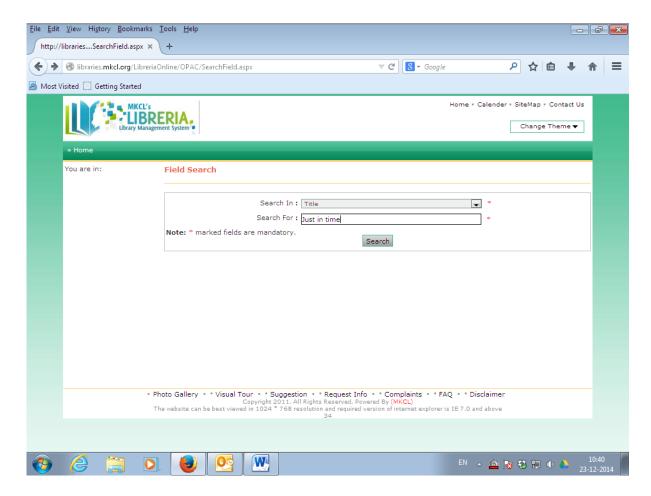
TITLE: Library User Manual for MFS Students



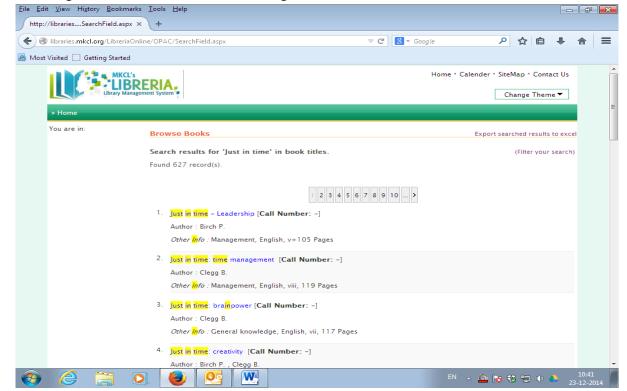


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6. Select Title field and type the title of the book you want to read. You will get the following screen:



7. You will get the list of books which is showing as below:





8. Click on the book you want to read. You will get details of books as below:

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- 9. If you are interested in other books check all the searched books.
- 10. For getting the required book for reading send an e-mail to <u>mfslibrary@mkcl.org</u> with Subject line as 'Requisition of Library Book'
- 11. Depending on the availability of books in the library and book reservation by any other student librarian will inform you by e-mail when you will get the book for reading.
- 12. If the book is available get it issued from the librarian for 8 days.



