

# Library Manual For Book Issue

MKCL Library is having books on various subjects. These books are issued to employees for reading. Following are the process for getting books issued:

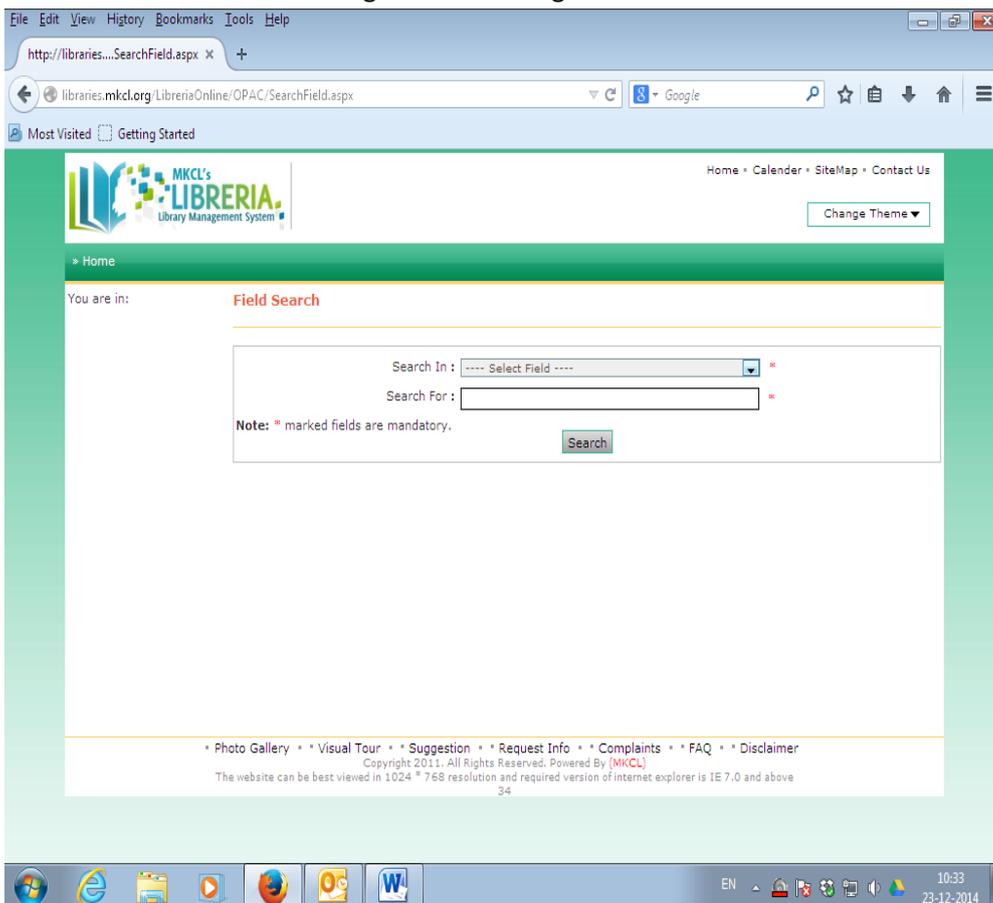
- A] Search the books from OPAC – Online Public Access Catalogue
- B] Send an e-mail to the librarian for issuing the required book

A] For searching the books follow the following procedures:

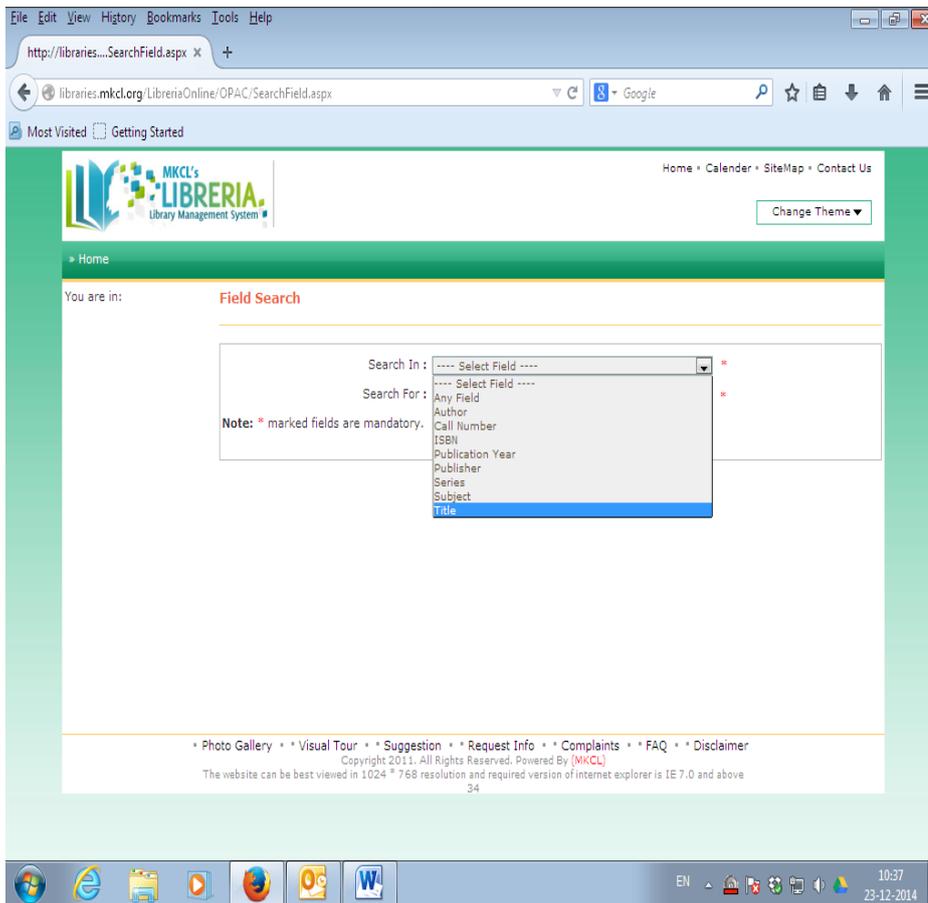
1. Open Mozilla Firefox or Internet Explorer
2. Type <http://libraries.mkcl.org/> in the browser or copy and paste this link
3. You will get the following screen:



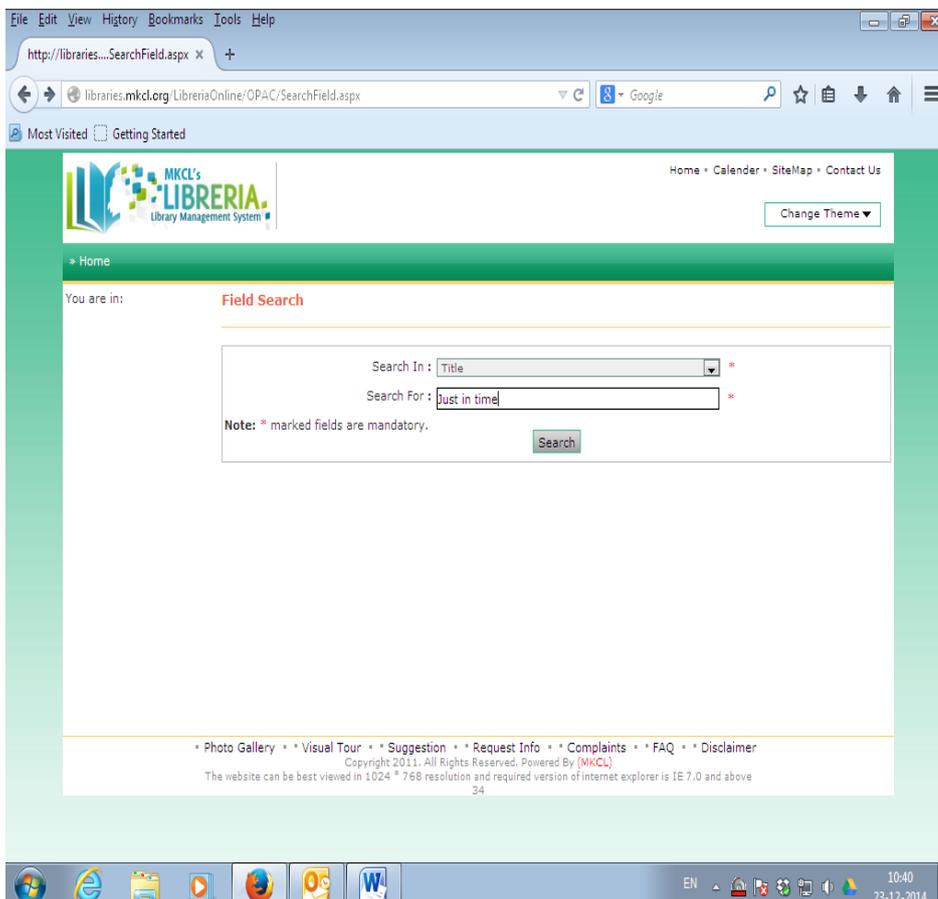
4. Click on Field Search. You will get the following screen:



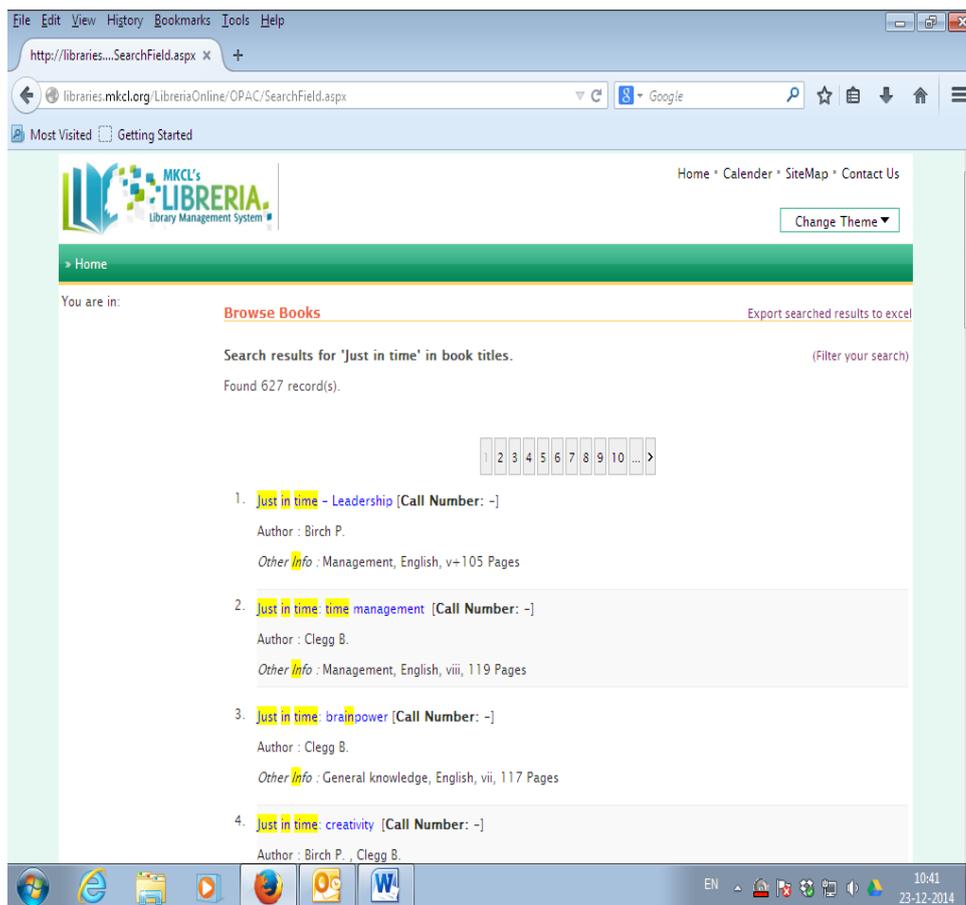
5. Click on Search In – Down Arrow Key



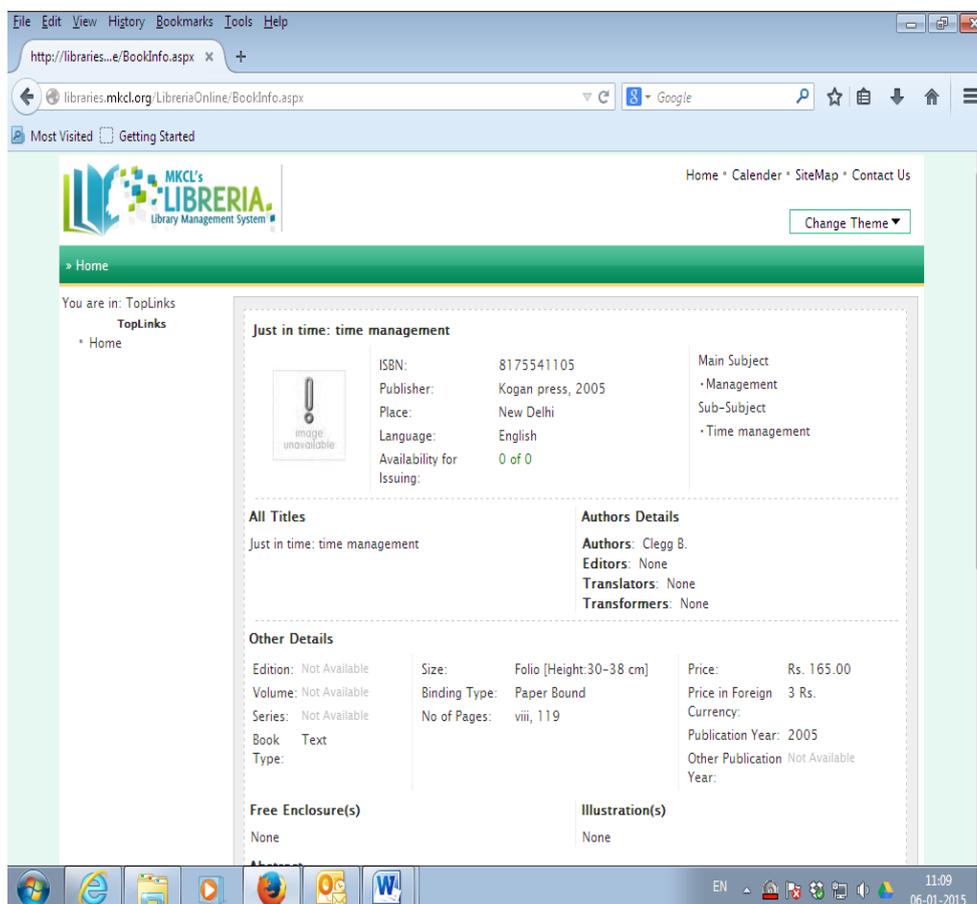
6. Select any field of which you are having the information  
For e.g. - Title field. Type the title of the book you want to read.  
You will get the following screen:



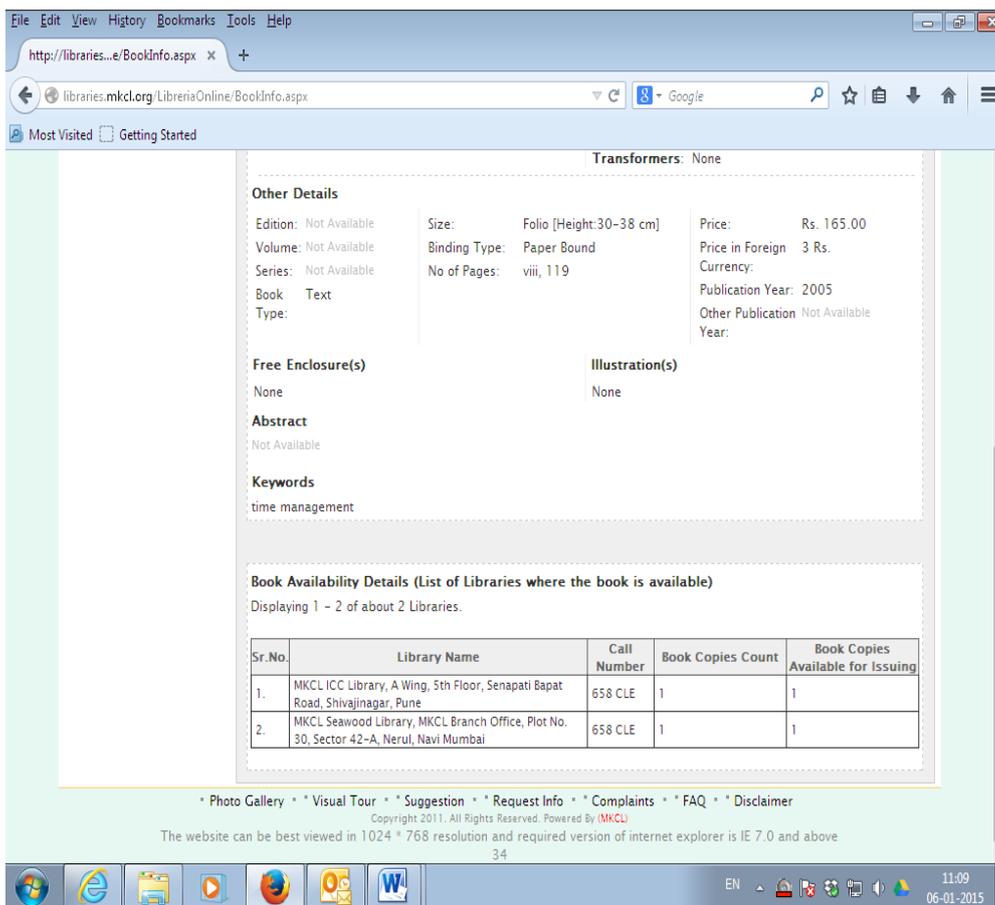
7. You will get the list of books which is showing as below:



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



9. Location of the Book i.e. availability of the book in which library is showing as below:



10. If you are interested in other books check the book showing in searched books.

B] Send an e-mail to the librarian for issuing the required book

1. For getting the required book for issuing send an e-mail to the librarian at [varshap@mkcl.org](mailto:varshap@mkcl.org) with Subject line as 'Issue of Library Book'
2. Depending on the availability of books in the library and book reservation by any other staff member librarian will inform you by e-mail when you will get the book for reading.
3. If the book is available immediately for issuing the librarian will issue the book to you .

**FOR ANY QUERY CONTACT TO**  
**VARSHA PATIL, Librarian : 020-67207449**