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:

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

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6. Select any field of which you are having the informationFor 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:

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

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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 <u>varshap@mkcl.org</u> 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