



# **HOW TO RESERVE THE BOOK**

# BOOK RESERVATION

Click on Library Icon from the menu



There are 4 options:

- Library Book Search
- New Book Arrivals
- Book Reservation
- Issue-Return History

Click on Book Reservation. A box will appear, search the book.

A blue arrow pointing from the text above to the search icon in the form.

Accession No	<input type="text"/>	
Title	<input type="text"/>	
Author	<input type="text"/>	<input type="text"/>
Year	<input type="text"/>	<input type="text"/>
Medium	<input type="text"/>	<input type="text"/>
Suggested Class	<input type="text"/>	
Required Date	<input type="text"/>	
Remarks	<input type="text"/>	
<input type="submit" value="Submit"/>		

# BOOK RESERVATION



After searching, a box will appear.

Select Criteria (Ex. Author), Search book from (Ex. Chetan Bhagat),  
Click on Show button.

A list will print

Click on Title book details will appear

Quick Search

Select Criteria: Author Search book from: chetan bhagat Anywhere Show

12 Records

Acc No	Title	Status	Author 1	Publisher
0018584	2 STATES	Available	Chetan Bhagat	RUPA
0019753	2 States Meri Sadi Ki Khani ( Hindi )	Available	Chetan Bhagat	RUPA
0019293	2 States: The Story Of My Marriage	Available	Chetan Bhagat	RUPA
0019294	2 States: The Story Of My Marriage	Available	Chetan Bhagat	RUPA
0019295	FIVE POINT SOMEONE	Available	Chetan Bhagat	RUPA
0018700	Making India AAwesome	Lost & Paid	Chetan Bhagat	RUPA
0019266	REVOLUTION 2020	Available	Chetan Bhagat	RUPA
0019257	REVOLUTION 2020	Available	Chetan Bhagat	RUPA
0021425	REVOLUTION 2020	Available	Chetan Bhagat	Rupa Publication India Pvt Ltd
0021482	REVOLUTION 2020	Available	Chetan Bhagat	Rupa Publication India Pv Ltd
0019292	The Three Mistakers Of My Life	Available	Chetan Bhagat	RUPA
0018699	WHAT YOUNG INDIA WANTS	Available	Chetan Bhagat	RUPA

# BOOK RESERVATION



Select Book Required Date for reservation  
Enter the remarks  
Submit

Accession No	<input type="text" value="0019295"/>		
Title	<input type="text" value="FIVE POINT SOMEONE"/>		<input type="button" value="Q"/>
Author	<input type="text" value="Chetan Bhagat"/>	<input type="text" value="RUPA"/>	
Year	<input type="text"/>	<input type="text" value="Subject"/>	
Medium	<input type="text" value="English"/>	<input type="text" value="Available"/>	
Suggested Class	<input type="text"/>		
Book Required Date	<input type="text" value="15-Apr-2025"/>		<input type="button" value="Calendar"/>
Remarks	<input type="text" value="Please issue the book for 2 days. Regards"/>		

Length: 41 (500 characters max)



[Click to view front cover](#)



[Click to view back cover](#)

# BOOK RESERVATION



The book reservation done and will appear on the portal.

Delete	1 Records								
<input type="checkbox"/>	Request No	Request Date	Acc. No	Book Name	Book Required Date	Confirmation Date	Remarks	Book Status	Books Cover
<input type="checkbox"/>	13	11-Apr-2025	0019295	FIVE POINT SOMEONE	15-Apr-2025	Pending	Please issue the book for 2 days. Regards	Not Yet Issued	

Next day student can get the book from the school library

