HOW TO RESERVE BOOK ONLINE

Step 1: Search required book using “Search box available in the WebOPAC page.

Step 2: Click on Title of the required book. A page will appear showing bibliographic record details and status of book. [Remember only Checked-out (Issued) book can be placed on hold (Reserve)].
Step 3: Click on “Place hold option available on right side to reserve the required book.

Step 4: A page will appear asking for confirming your hold (Reserve). Click on “Confirm hold” button and reserved book list will appear in ‘Your summary’.