

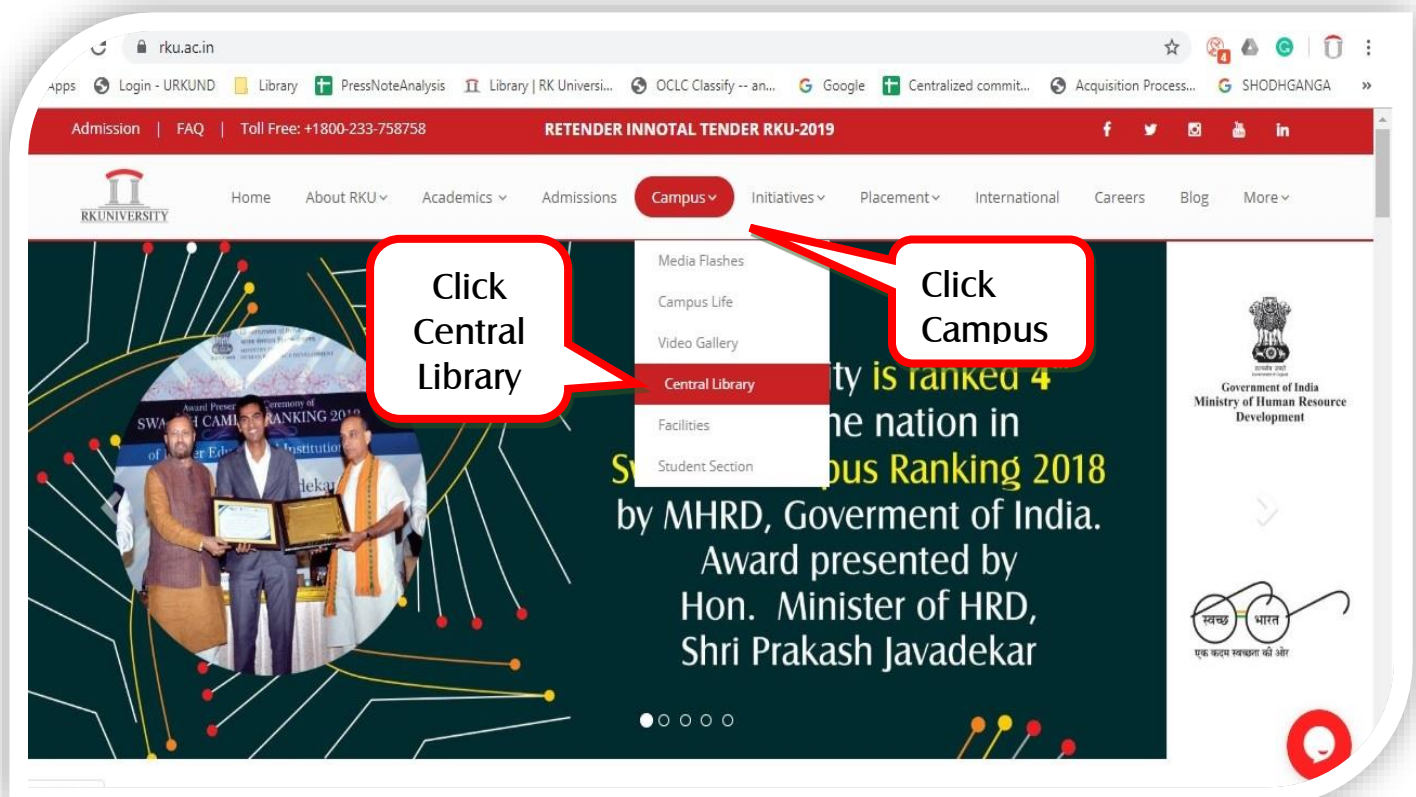
SOE Library

User Manual on

Self-Issue/Renewal of Books

RK University Central Library offers Self-Renewal and Self Issue of books using RKU website (www.library.rku.ac.in) for registered members. User can perform the issue process once for a book and renewal process twice for a book before the due date. Follow the below steps to use Self-Renewal process.

(RK University Website: -



The screenshot shows the RK University website interface. The top navigation bar includes links for Admission, FAQ, and Toll Free: +1800-233-758758. The main navigation menu is open, showing options like Home, About RKU, Academics, Admissions, Campus, Initiatives, Placement, International, Careers, Blog, and More. The 'Campus' menu is highlighted, and a sub-menu is displayed with options: Media Flashes, Campus Life, Video Gallery, Central Library, Facilities, and Student Section. A red callout box points to 'Central Library' with the text 'Click Central Library'. Another red callout box points to the 'Campus' menu item with the text 'Click Campus'. The main content area features a banner for 'SWAMI CAMPAIGN RANKING 2019' and 'Campus Ranking 2018' by MHRD, Government of India, with an award presented by Hon. Minister of HRD, Shri Prakash Javadekar. The footer includes the Government of India logo and the motto 'एक कदम स्वच्छता की ओर'.

(Central Library Website: -



LOG IN

Select Library

Member Barcode No

Password

Search books after registration please type barcode & password

Click

Click New Registration

After Registration Click for Issue/Renewal

Click for Forgot Password

(Registration: -

Access <http://rku.ac.in/library/webopac/registration.php>

Select the Library.

System will show your name, email ID and Mobile No. Please Check it.

Enter 12 Digit Barcode No. shown in your ID card & Press Tab

Set your Password to use further services.

Press Sign Up button, it will be sent email to your registered email along with more details.

The image shows a registration form for RKUNIVERSITY. At the top is the university logo and the text "RKUNIVERSITY REGISTRATION". The form includes a dropdown menu for "Select Library" with "Central Library" selected, a text input for "Library Barcode Number" containing "STCEDE190020", a section for user details: "Name: Siddharth gopalbhai Ranpara", "Email: sranpara025@rku.ac.in", and "Mobile: 9033711729", followed by "Password" and "Confirm Password" fields. There is a checked checkbox for "I accept Terms and Conditions" and a blue "Sign Up" button. A link for "Already have an account? Sign In" is at the bottom.

(Login Window: -

The image shows a login window for RKUNIVERSITY. At the top center is the university logo, which consists of two columns with a red arch above them, and the text "RKUNIVERSITY" below. Underneath the logo is the text "LOG IN".

Below the logo, there are three main input sections:

- Select Library:** A dropdown menu with "Central Library" selected. A red callout box points to this dropdown with the text "Select the Library".
- Member Barcode No:** A text input field with the placeholder "Enter your library barcode". A red callout box points to this field with the text "Enter 12 Digit Barcode No. & Password".
- Password:** A text input field with the placeholder "Enter your password". To the right of this field is a link that says "Forgot your password?". A red callout box points to this field with the text "If you forgot your password, you can enter 12 Digit Barcode No. & press 'Send Password to Me' you will be received your credential."

At the bottom of the form is a blue button labeled "Log in". Below the button is a link that says "Don't have an account? Registration".

After pressing sign in button, you are on self-renewal page.

(Self-renewal: -

Here you can see your full name

Sr.No	Acc No	Title	Author	IssueDate	DueDate	Ren-Count	Action
1	ET003115	Management Information Systems /	S. Sadagopan.	23-June-2018	23-July-2018	1	Renew
2	ET008718	Management Information Systems : Managing the Digital Firm /	Kenneth C. Laudon.	14-August-2018	28-August-2018	2	Renew
3	ET029566	Business Information Systems /	Kimmatkar, Nisha v..	12-September-2018	12-October-2018	2	Renew

You can see title, author, issue date, due date, and renewal count of all issued books in your account.

Renewal count (how many times you have renewal a book)

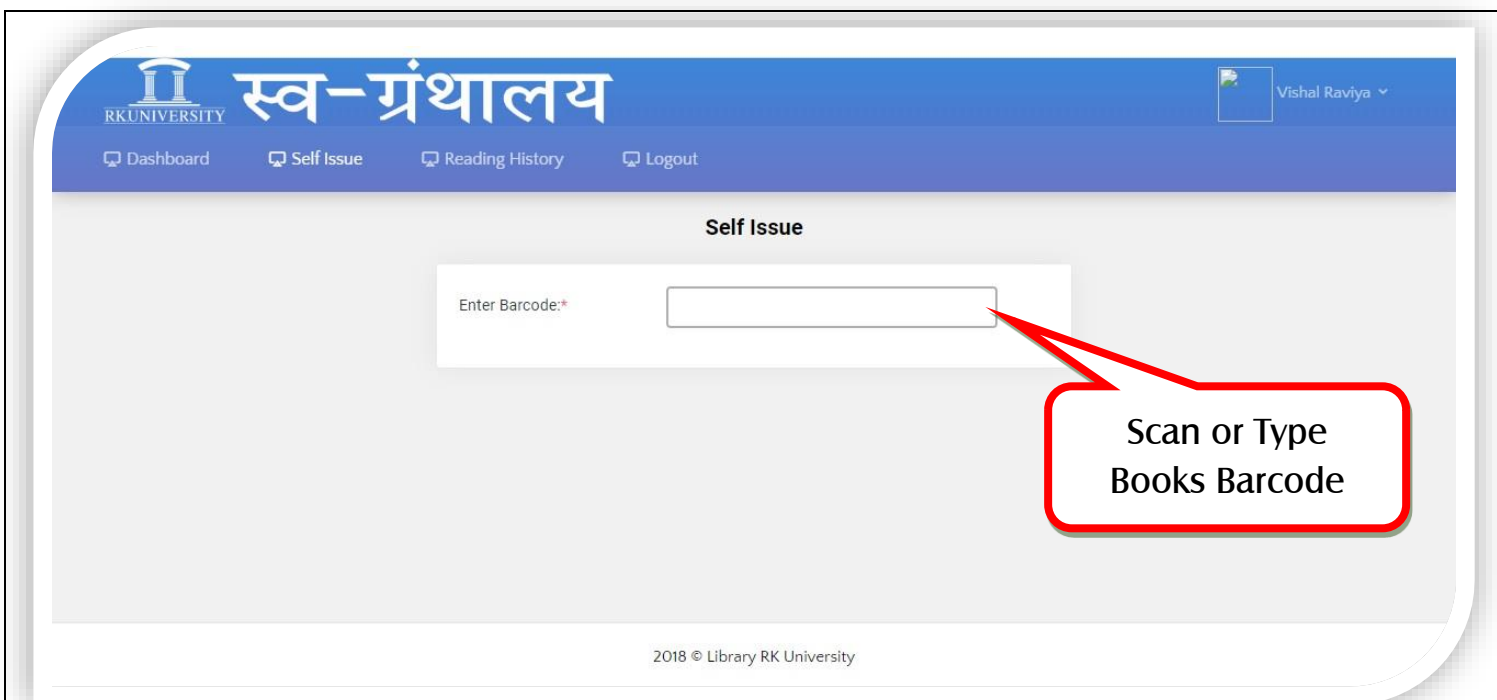
Press renew button once for renewal of respective book books.

(Self-Issue: -

Click Self Issue

Sr.No	Acc No	Title	Author	IssueDate	DueDate	Ren-Count	Action
1	ET016708	Veer Vatsaraj /	VimalKumar Mohanlal Dhani.	25-03-19	24-04-19	1	Renew
2	ET035853	Leeludi Dharati Part-2 /	Chunilal Madia.	25-03-19	24-04-19	1	Renew
3	ET040603	Ajod /	I. K. Vijaliwala.	25-03-19	24-04-19	1	Renew

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Please renew book before one day ago of book due date.

(Benefits

- You can renew the books at any time from any place.
- You don't need to stand in a queue at central library and wait for renewal of book.
- You don't need to carry heavy books at central library.
- You can save your valuable time and utilize it in reading.

(Rules

- If you have already renewed a book three times (one-time issue and two times renewal), you will not be able to renew the book. Then you must return the book at central library.
- It is compulsory to write due date in book's return date slip by yourself.
- If you have missed the due date for book/s due, you will not be able to renew the book. At that time, you must go to the central library and pay fine as per the RKU central library rules and regulation.
- You should inform librarian if any unexpected message displayed on self-service portal.

(Change Password: -

Change Password

Current Password

New Password

Confirm Password

[Submit](#)

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(Any Problem please contact Librarian.

Thank You