

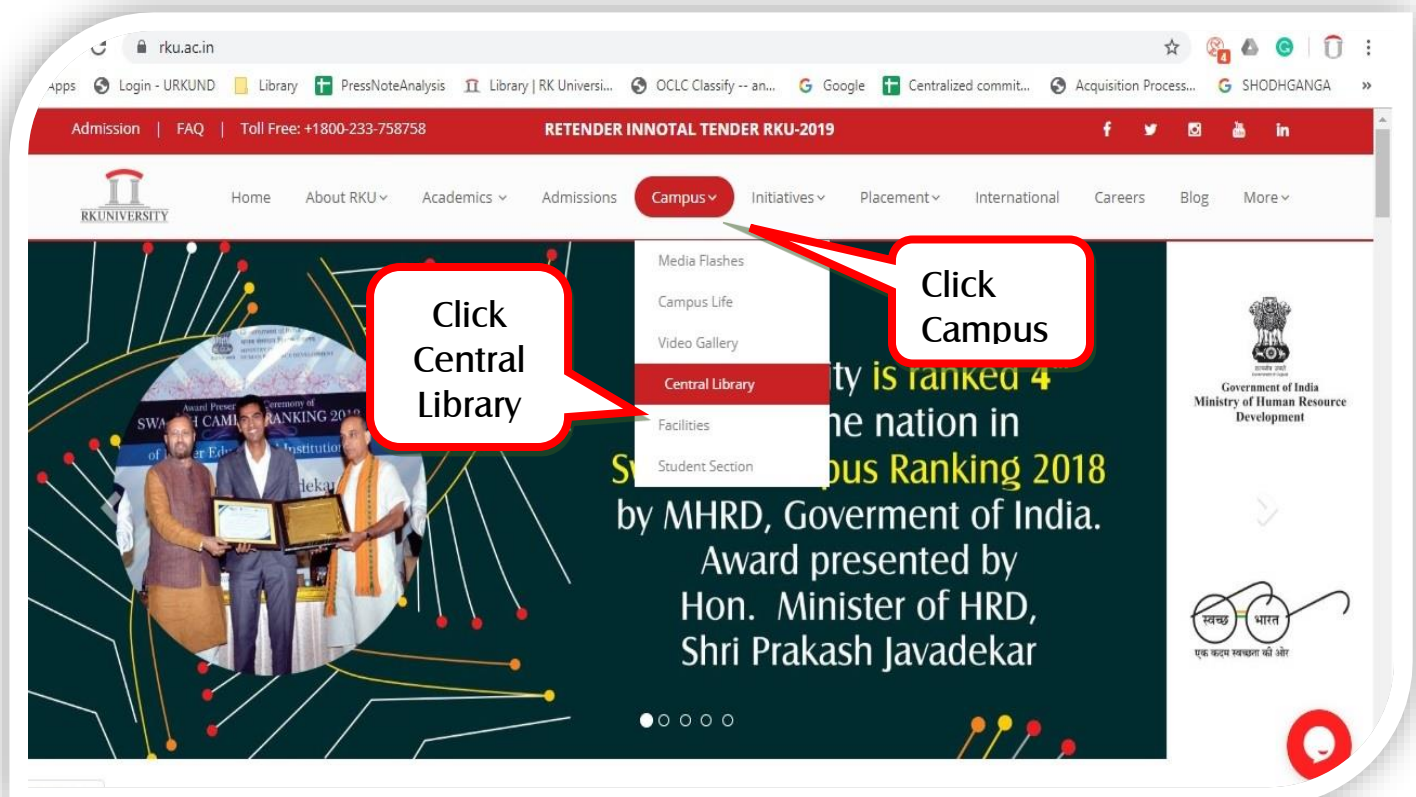
Central Library

User Manual on

Self-Issue/Renewal of Books

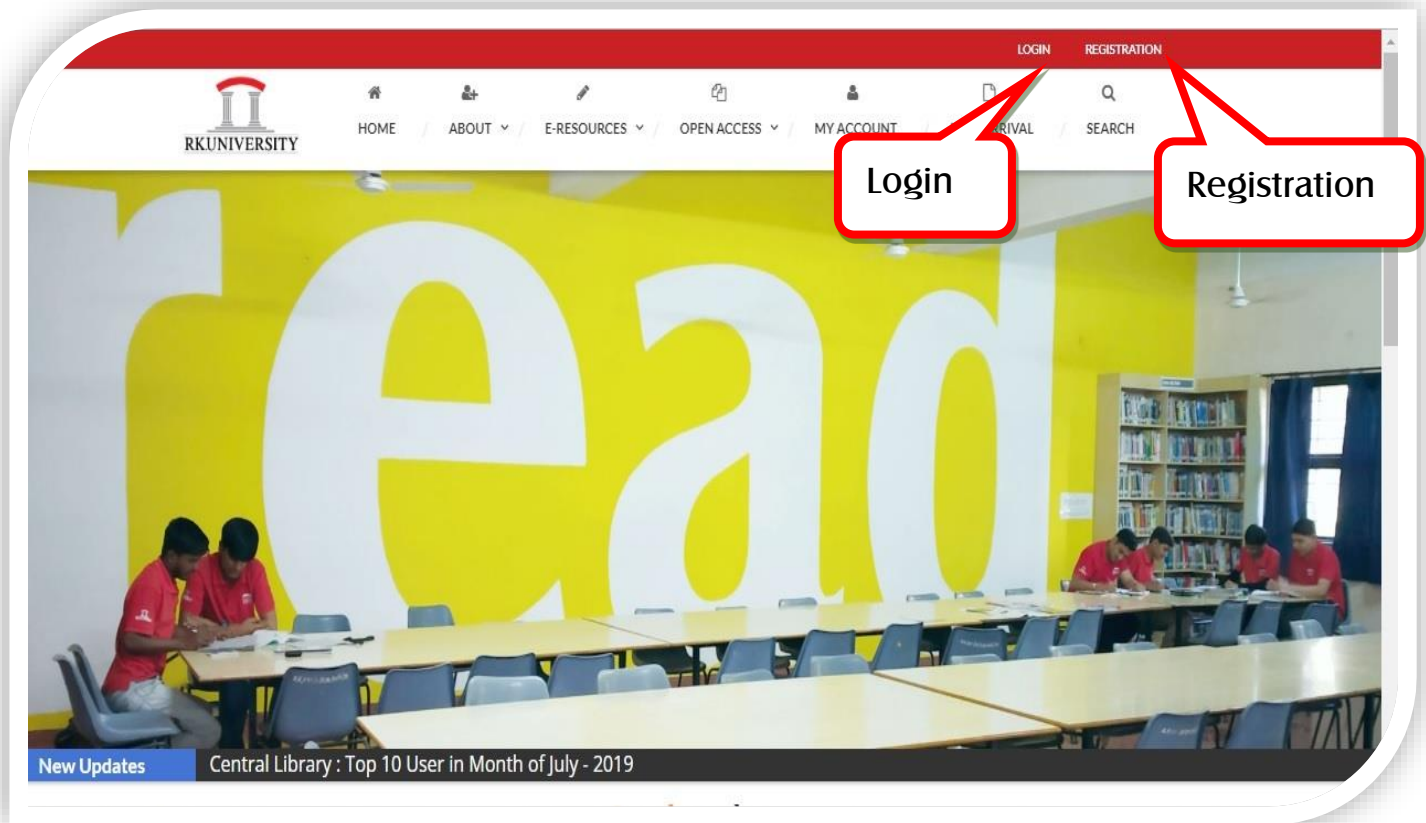
RK University Central Library offers Self-Renewal and Self Issue of books using RKU website (www.library.rku.ac.in) for registered members. User can perform the issue process once for a book and renewal process twice for a book before the due date. Follow the below steps to use Self-Renewal process.

(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 the 'Central Library' option with the text 'Click Central Library'. Another red callout box points to the 'Campus' menu item with the text 'Click Campus'. The background of the website features a banner for 'SWAMI CAMPAIGN RANKING 2019' and a news item about RKU being ranked 4th in the nation by MHRD, Government of India.

(Central Library Website: -



(Registration: -

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

The image shows a registration form for RKUNIVERSITY. At the top, there is a logo with two columns and a red arch above them, followed by the text "RKUNIVERSITY" and "REGISTRATION". Below this, there are several input fields and a "Sign Up" button. The form is annotated with five red callout boxes providing instructions:

- Select the Library.** (points to the "Select Library" dropdown menu)
- System will show your name, email ID and Mobile No. Please Check it.** (points to the displayed user information)
- Enter 12 Digit Barcode No. shown in your ID card & Press Tab** (points to the "Library Barcode Number" input field)
- Set your Password to use further services.** (points to the "Password" and "Confirm Password" input fields)
- Press Sign Up button, it will be sent email to your registered email along with more details.** (points to the "Sign Up" button)

The form fields and their values are:

- Select Library: Central Library
- Library Barcode Number: STCEDE190020
- Name: Siddharth gopalbhai Ranpara
- Email: sranpara025@rku.ac.in
- Mobile: 9033711729
- Password: ...
- Confirm Password: ...
- I accept Terms and Conditions:
- Sign Up button

At the bottom, there is a link: "Don't have an account? Sign In".

(Login Window: -

The screenshot shows the login interface 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 "SIGN IN". Below this, there are three input fields: a dropdown menu for "Select Library" with "Central Library" selected, a text box for "Member Barcode No" containing "TSECLT110003", and a text box for "Password" with masked characters. To the right of the password field is a link that says "Forgot your password?". At the bottom of the form is a blue button labeled "Sign in". Three red callout boxes with arrows point to specific elements: one to the "Select Library" dropdown, one to the "Member Barcode No" field, and one to the "Forgot your password?" link.

Select the Library

Enter 12 Digit
Barcode No.
& Password

If you forgot your password, you can enter 12 Digit Barcode No. & press "Send Password to Me" you will be received your credential.

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

(Self-renewal: -

Here you can see your full name

Library Visit: 110 LoginCount: 7 Self IssueCount: 3 Self RenewalCount: 2

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.

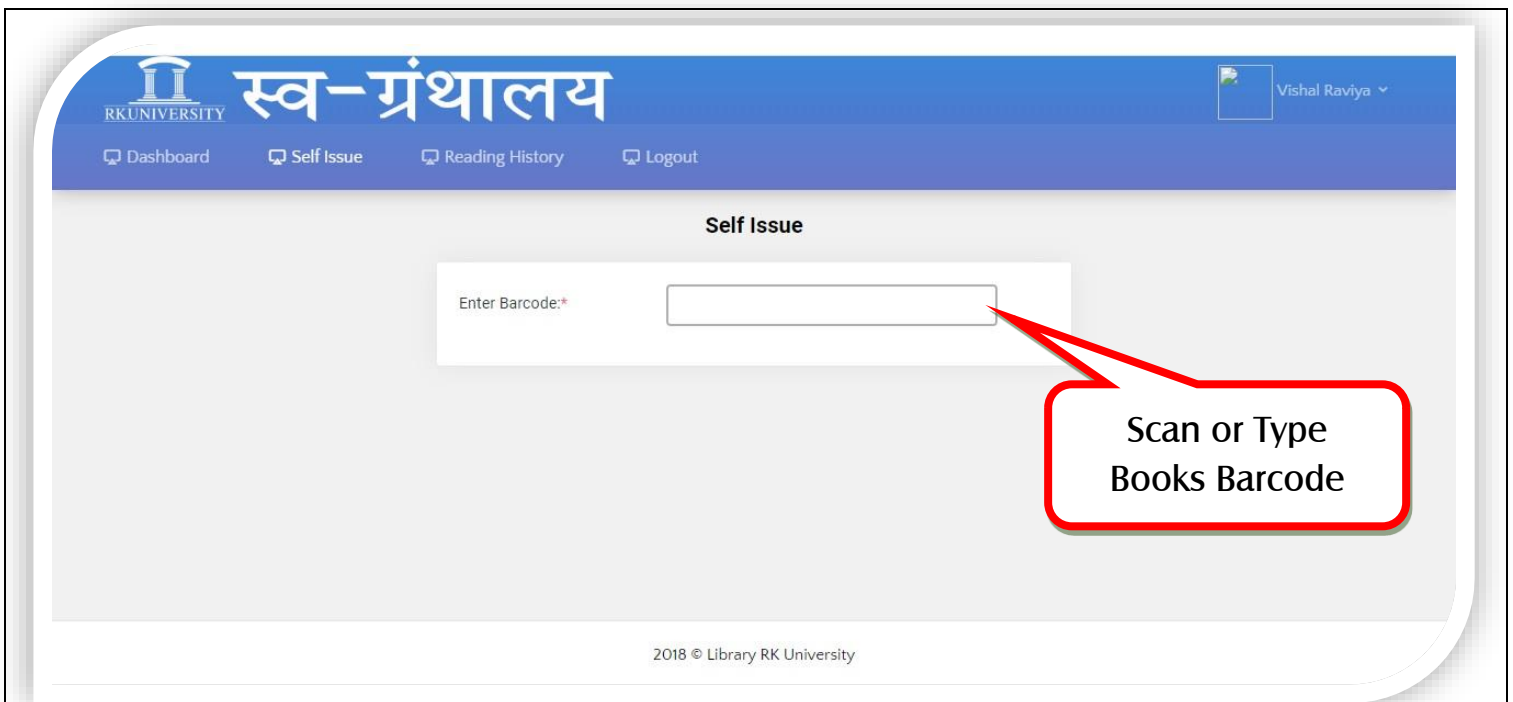
(Self-Issue: -

Click Self Issue

Library Visit: 0 LoginCount: 15 Self IssueCount: 8 Self RenewalCount: 3

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