

BOOK DROPPER GUIDE

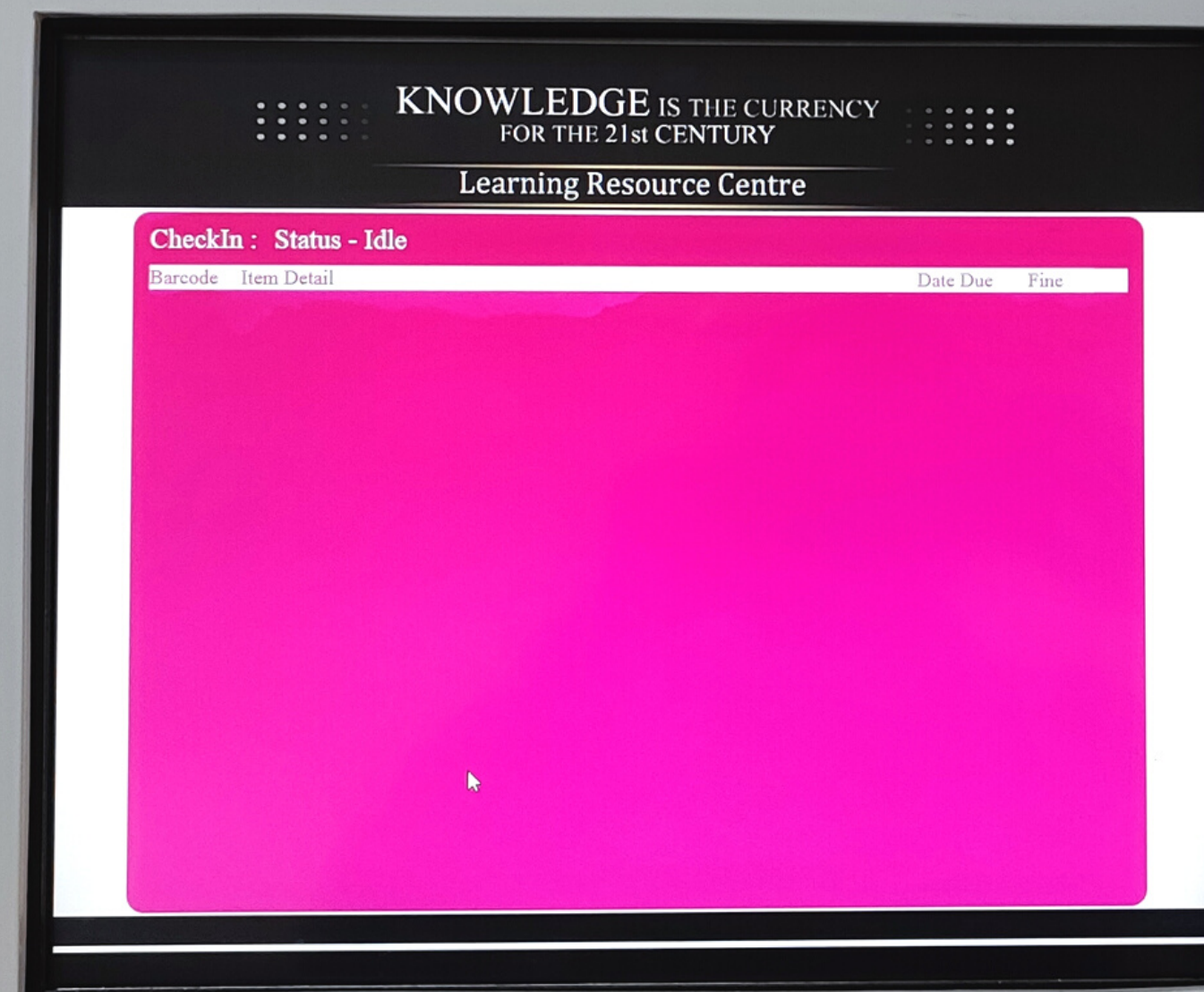


Central Library
NISER, Bhubaneswar



USER GUIDES

Book Drop Station

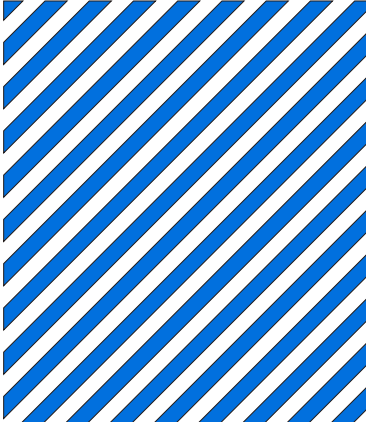





Where is Book Dropper Located?

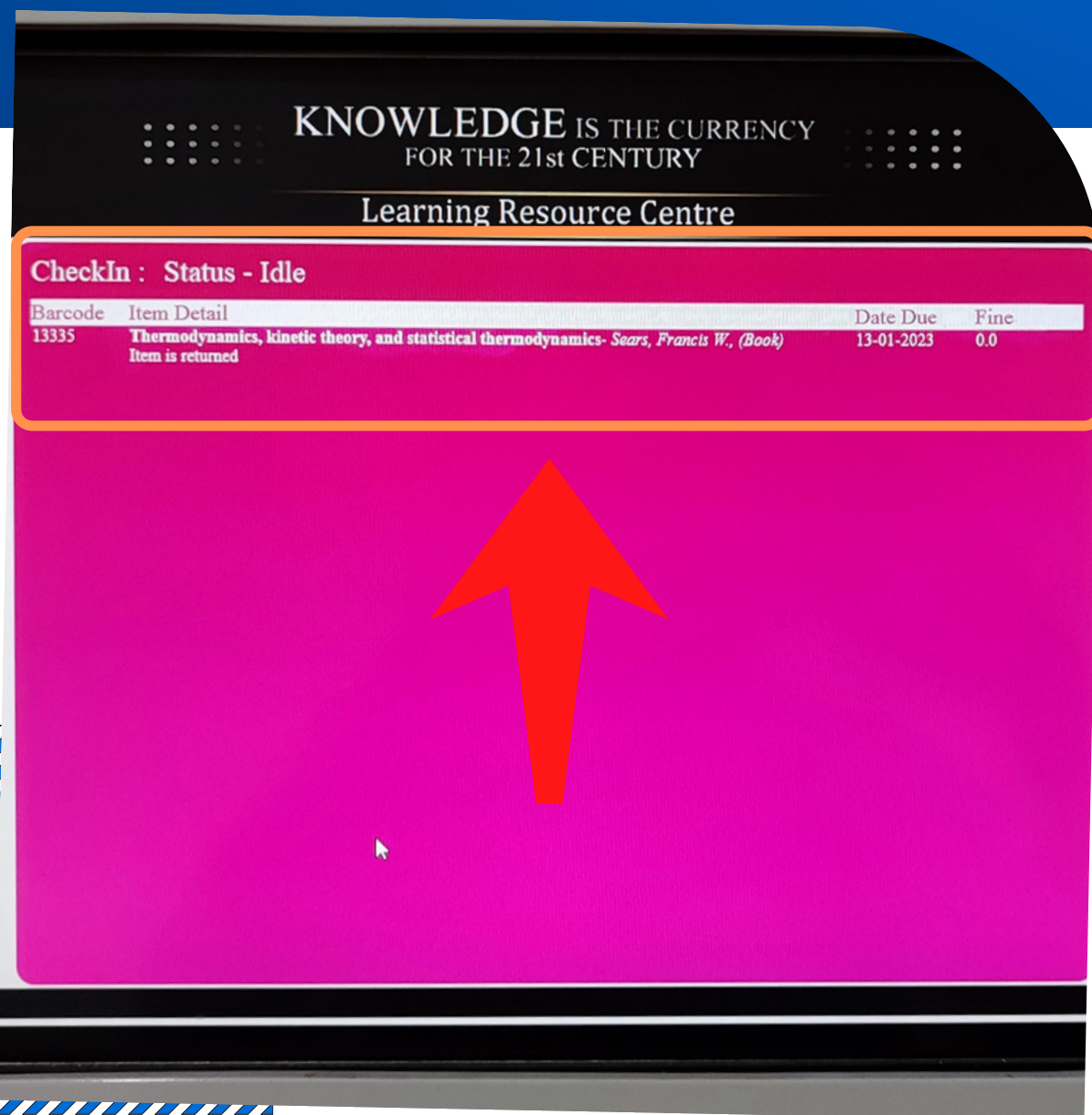
Central Library has an RFID-enabled book drop box near the Circulation Counter. Users can return checked-out books to the library by placing them in the appropriate box. The facility is available during normal Library hours. Users will receive an email acknowledging the return.

Book Drop Rules & Instructions

- All returned books are subject to inspection by the Central Library. Users are solely liable for any losses.
 - Users will receive an email for each return transaction on their institute email ID.
 - A print receipt will be issued at the dropbox; keep it for your records.
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How to return a Book through Book Dropper?

- Drop the book(s) into the machine facing Binding Side [Only the issued book(s)]
- If you have more than one book, then put it in the drop box one after another.

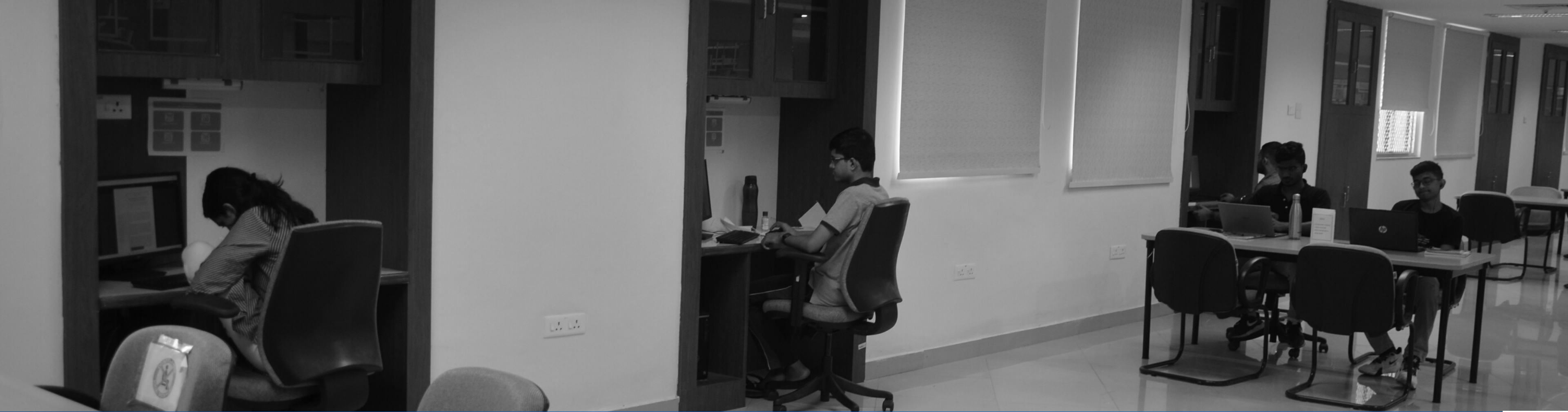


- Verify the book(s) details and number(s) of book(s) returned on the display.

- Wait for the generation of the transaction slip from the machine & after the generation of the slip, book return process has been successfully completed.
- Preserve the slip for future reference.

- **NOTE:** All the Central Library issued books are subjected to return in the Book Dropper. Please get in touch with the **Circulation Desk**, if the slip for the returned book(s) did not generate.





Thank You

Central Library

National Institute of Science Education and Research



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<https://www.niser.ac.in/library/>



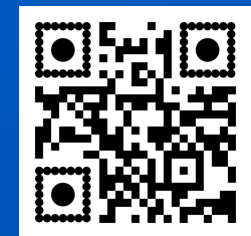
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Subject Guide



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