Online Reservation Guide Central Library NISER, Bhubaneswar



<u>URL: https://opac.niser.ac.in/</u>



1. Open the Library website (https://www.niser.ac.in/library/) and click on OPAC or directly open the following URL: https://opac.niser.ac.in/ for access the Online Public Access Catalog (OPAC)

2. The front/landing page of the OPAC will look like this:





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Library Opening Hours						
Regular Hours	9:00 AM to 9:00 PM					
Statutory Holidays	9:00 AM to 5:30 PM					
Library	Borrowings					
Faculty/Sr. Scientific Staff	Max. 20 books for 30 days					
Research Scholar/PhD	Max. 6 books for 30 days					
Integrated PhD	Max. 6 books for 30 days					
Integrated MSc	Max. 5 books for 15 days					
Technical Staff	Max. 3 books for 15 days					
Administrative Staff	Max. 2 books for 15 days					

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Technical Staff	Max. 3 books for 15 days					
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Integrated MSc	Max. 5 books for 15 days					
	Max. 3 books for 15 days					
Administrative Staff	Max. 2 books for 15 days					

4. Search for a document in the OPAC you want to borrow. In case that document is checked out to someone, you can reserve it to check out once it gets returned to the library.

5. For example, you want to borrow the book "Campbell essential biology" but it is already issued by someone. In this case you can reserve this book by clicking the "Place hold" option.



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6. Clicking on 'Place hold' will show the details of your account and the title of the book to be reserved. You will have to click on "Confirm hold" button to reserve the book.

7. All documents held by you and their status can be found in your account summary page as displayed.



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8. Once the reserved book comeback to the library, you will receive an email alert as "Hold available for Pickup" to collect the book. The document will wait 24 hours for your pickup. If you don't need the reserved book, you may cancel the reservation on your account anytime.



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