



08<sup>th</sup> February, 2022

No: P/2022/02/023

**NOTICE**

**ATTN : STUDENTS**

**RE- ACCESS TO MAIN LIBRARY THROUGH (OPAC)**

The College is pleased to announce that access to its Main Library for students will begin w.e.f. Monday, 14<sup>th</sup> February, 2022. To help the system function smoothly, you are advised to please follow the instructions as mentioned for both online and offline access.

For online access please refer to the college website.

*Madhumanjari Mandal*  
Dr. Madhumanjari Mandal *8/2/22*  
Principal

Principal  
Scottish Church College  
Kolkata



## HOW TO ACCESS "OPAC" - STEPS

1. Go to College Library on Website
2. Click "OPAC" icon
3. On the search bar – give any keyword (ex- Tagore)and Click 'Go'/ press 'enter'. Books on Tagore/by Tagore will come
4. Choose the required book by clicking on the 'title'.
5. A new page will open. There choose the "ISBD View"
6. Another page will open. There you will see a virtual catalogue card.

Call No: →

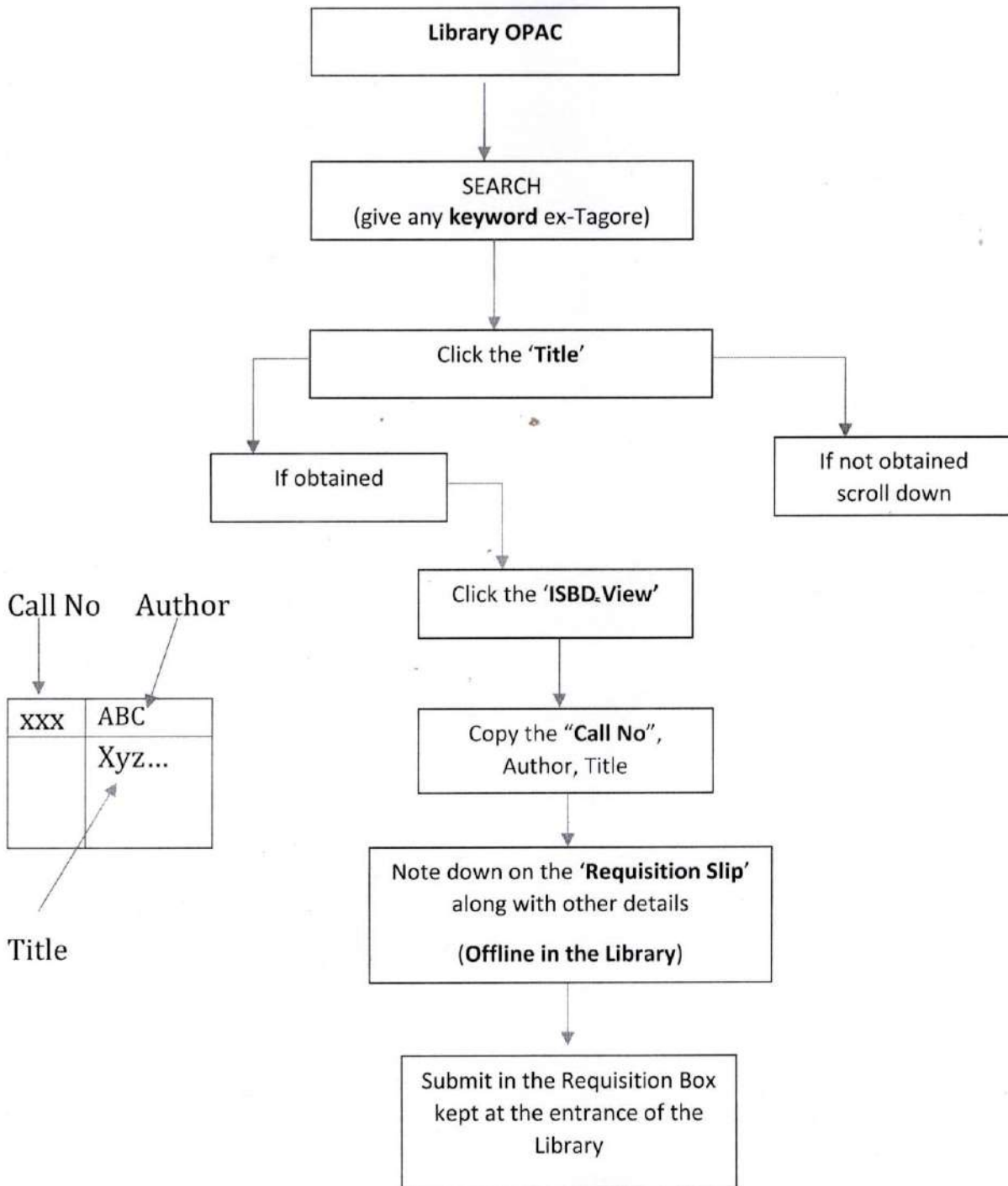
xxx	
.....	

Accession No. Not required

7. Please note down the Name of the book, Author's name and Call No. on the given 'requisition slip'. (will be available at the entrance of the Main Library).
8. Fill the required field i.e. your name, class & Roll No.
9. Submit it to the outside box of the Library.



# FLOW CHART



Call No Author

xxx	ABC
	Xyz...

Title

From College  
Website



## TIME SCHEDULE FOR BOOK LENDING FROM MAIN LIBRARY

Time	For
10.00 a.m. to 12.00 noon	Submission of Requisition Slip
12.00 noon to 1.00 p.m.	Return/Reissue
1.00 p.m. to 4.00 p.m.	Collection of books from the Library

## SCHEDULE FOR BOOK LENDING FROM MAIN LIBRARY- DEPARTMENT-WISE

Departments	Day
Bengali English Hindi Sanskrit	Monday
History Philosophy Physical Education	Tuesday
Political Science Psychology Botany Chemistry	Wednesday
Computer Science Economics Sociology Mathematics	Thursday
Microbiology Physics Statistics Zoology	Friday

