



Manual on Using the Library:

I. VIT University, Chennai Library RFID System

RFID system helps users checking out and checking in of library documents on their own.

Library users interact essentially with three components of Library RFID system:

- Self Check-out;
- Self Check-in/book drop

Following are the instructions on how to use RFID System:

1) Self Check-out System



This system facilitate users checkout/issue of library documents on their own. Steps involved in self-checkout:

- i) Place RFID member card on the OMNIKEY Reader
- ii) Place documents on the RFID Antenna
- iii) Touch "Check-out" button
- iv) The system will display a table containing details (author,title,accn no.) of book being checked out.
- v) Touch Exit button (to complete the transaction)
- vi) Take the printed receipt

To issue more books, without removing the member card keep another book, touch "Check-out" button and "EXIT" button.

PLEASE DO NOT FORGET TO PICK UP YOUR MEMBER CARD AFTER THE TRANSACTIONS.



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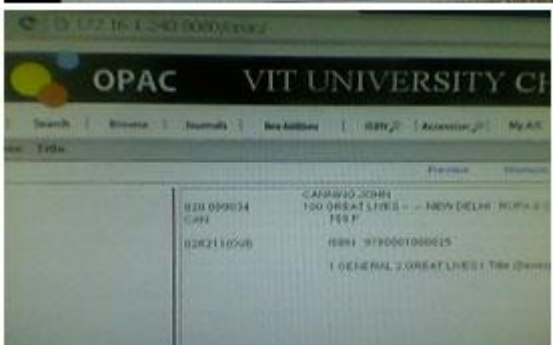
Central Library Web Portal

2) Self Check-in/Book Drop



- i) User need to drop books one by one in the Check-in Kiosk outside the library.
- ii) Touch "Check-In" button
- iii) The system will display a table containing details (author,title,accn no.and Member details) of book being checked -in.
- iv) Touch Exit button (to complete the transaction)
- v) Take the printed receipt

II. Library WebOPAC:





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Library WebOPAC provides bibliographic information about the holdings of the library materials including books, back volumes, and CD-ROMs.

Steps involved in accessing and using Library WebOPAC:

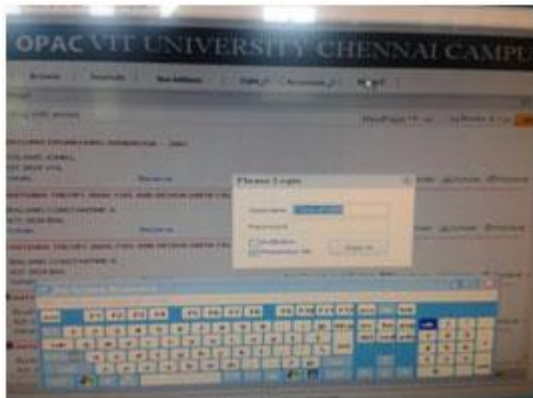
- Go to Intranet Click OPAC (Online Public Access Catalogue)
- Select the search fields (author/title/etc.)
- Select the database from the database menu(books,etc.)
- Type the search key (minimum three characters)
- Click Go button

This will bring up the list of items available.

- Click the item to see the full bibliographic details.
- Click Copies Button to know the status of the book (on shelf or Issued out)

III. User's Library Transactions (Issue/Return) status check and Book/s Renewal/Reissue using WebOPAC:

User Library Transactions (Issue/Return) status check through WebOPAC



- i. Go to Intranet Click OPAC (Online Public Access Catalogue)
- ii. Click Check-Outs Button on the left panel
- iii. Enter Member ID (member id is your Registration No./Emp. ID No.)
- iv. Click GO button
- v. List of items borrowed (Accn No. Item details and the Due date) will be displayed
- vi. Click Sign-Out button



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Renewal/Reissue through OPAC

- i. Go to Intranet Click OPAC (Online Public Access Catalogue)
- ii. Click MyAC Button on the right panel
- iii. Enter your Member ID (member id is your Registration No./Emp. ID No.)
- iv. Click Sign In
- v. List of items borrowed (Accn No. Item details and the Due date) will be displayed
- vi. Select the Option button for the books which to be renewed
- vii. Press renew

PLEASE CONTACT LIBRARY STAFF FOR ANY HELP OR DEMO.