

# HOW TO RENEW ALREADY ISSUED BOOKS ONLINE

## STEP 1:

Open the library catalogue. (<http://libcat.nitrkl.ac.in/webopac>)

The screenshot shows the Biju Patnaik Central Library webopac search page. The page has a blue header with the library name and a navigation bar with tabs for 'Simple', 'Advanced', 'Additional', 'Browse', 'ISBN No', and 'Accession No'. A search bar is located below the navigation bar. To the left, there is a sidebar with a list of services including 'Books', 'Proceedings', 'Thesis', 'Boundjournal', 'Articles Data', 'Journals', 'New Additions', 'Journal Browse', 'My Account', 'Check-outs', 'Reservation', 'History', 'Recommendation', 'External Database', 'LOC', 'Location Map', 'Feedback', and 'LSearch'. An orange arrow points to the 'Check-outs' option. The main content area includes a search form with a search bar, a 'Go' button, and a 'clear' button. Below the search bar, there are options for 'Restricted By' (Database: Books) and 'Sort By' (UnSorted). The page footer contains the copyright information: 'Copyright © 2005 LibSys Ltd. Gurgaon. All rights reserved.'

## STEP 2:

Click on checkout option and enter user ID and password.

The screenshot shows the Biju Patnaik Central Library webopac login page. The page has a blue header with the library name and a navigation bar with tabs for 'Simple', 'Advanced', 'Additional', 'Browse', 'ISBN No', and 'Accession No'. A login form is located below the navigation bar. The form has two input fields: 'Employee ID' (with the value '2131104') and 'Password' (with masked characters '●●●'). A 'Go' button is located to the right of the password field. Below the form, there is a link for 'Login Problem' and a 'Click here' link. The page footer contains the copyright information: 'Copyright © 2005 LibSys Ltd. Gurgaon. All rights reserved.'

It will show the check out details.

The screenshot shows the Biju Patnaik Central Library webopac checkout details page. The page has a blue header with the library name and a navigation bar with tabs for 'check-outs', 'Password', 'Reservations', and 'SIGN-OUT'. The page displays the user's name: 'Welcome DHANWANTARI PRAKASH TRIPATHI'. Below the name, there is a table showing the user's checkout and reservation details. The table has columns for 'AccNo.', 'Title', 'Author', 'Due date', 'Reserved', and 'Renew'. The table shows one record for a book titled 'QUALITATIVE ANALYSIS : AN INTRODUCTION TO EQUILIBRIUM AND SOLUTION CHEMISTRY (644 MOE/Q)' with an 'AccNo.' of 34, 'Author' of MOELLER, THERALD, 'Due date' of 18/12/2013, and 'Reserved' status of 1. A 'Renew' checkbox is visible in the right corner of the table row. The page footer contains the copyright information: 'Copyright © 2005 LibSys Ltd. Gurgaon. All rights reserved.'

AccNo.	Title	Author	Due date	Reserved	Renew
34	QUALITATIVE ANALYSIS : AN INTRODUCTION TO EQUILIBRIUM AND SOLUTION CHEMISTRY (644 MOE/Q)	MOELLER, THERALD	18/12/2013	1	<input type="checkbox"/>

And you will observe, Renew checkbox appears in right corner of the screen.

## Biju Patnaik Central Library

AccNo.	Title	Author	Due date	Reserved	Renew
34	QUALITATIVE ANALYSIS : AN INTRODUCTION TO EQUILIBRIUM AND SOLUTION CHEMISTRY (544 MOE/Q)	MOELLER, THERALD	18/12/2013	1	<input type="checkbox"/>

### STEP 3:

Just check this option and click on renew button which is at left side of the screen. (Follow the screen).

The screenshot shows the library website interface. On the left side, there is a vertical menu with various options. The 'Renew' option at the bottom of this menu is highlighted with a red box. An orange arrow points from the 'Renew' option in the menu to the 'Renew' checkbox in the table row for the book with AccNo. 34.

### STEP 4:

Click on renew option and the book will be renewed. (Screen will appear as it is given below)

AccNo.	Title	Author	Due date	Reserved	Renew
34	QUALITATIVE ANALYSIS : AN INTRODUCTION TO EQUILIBRIUM AND SOLUTION CHEMISTRY (544 MOE/Q)	MOELLER, THERALD	18/12/2013	-	<input checked="" type="checkbox"/>

✓ 34	QUALITATIVE ANALYSIS : AN INTRODUCTION TO EQUILIBRIUM AND SOLUTION CHEMISTRY (544 MOE/Q)...	Renewal processed (Opac Renewal : 1 ;Total 1)
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