



VISVA-BHARATI
Central Library

(Visva-Bharati Library Network)

Memo No. CL/ 378 /2020-21/(36)

Date: 24 December 2020

NOTICE

Sub: New Library Card

This may please be noted that the process of New Library Card will start from 2 January 2021. Now onwards newly admitted students of UG / PG/ Certificate/ Diploma, M.Phil /Ph. D. and Ph.D course work programs of different Bhavanas are welcome to register for membership through online.

A. Online registration:

Click on: <http://14.139.211.2:8380/opac/> or <http://172.16.2.2:8380/opac/> and fill-up online registration form from anywhere. During filling up the registration form please take care on the following;

- Use Upper Case (Capital Letter) in all column except e-mail address
- Don't use or fill-up anything against the column IC No.; Category; and Institution (please see the demo copy in the 2nd page of the notice, display board at the Central Library and Announcement of the library website through the above link).
- after successful submission of the registration form don't forget to note down the system generated 'Registration Number' for intimating to the Circulation Desk, Central Library.

B. Document Verification & Photo Session (after online registration as at 'A'):

Report the 'Registration Number' at the Circulation Desk, Central Library along with the following documents:

- i. Visva-Bharati Identity Card (Original)
- ii. Enrolment Card (Original) and
- iii. Any Address proof Photo ID card

[The documents will be verified and returned on the spot]

Library staff will capture a photo of all the new library members during document verification.

C. Issues of Library Cards: Library Cards may be collected (in person) on any day after two working days of the Documents Verification and Photo Session as at 'B')

N.B. students should register their names in respective Bhavana Library immediately after collecting the Library card from the Central Library.

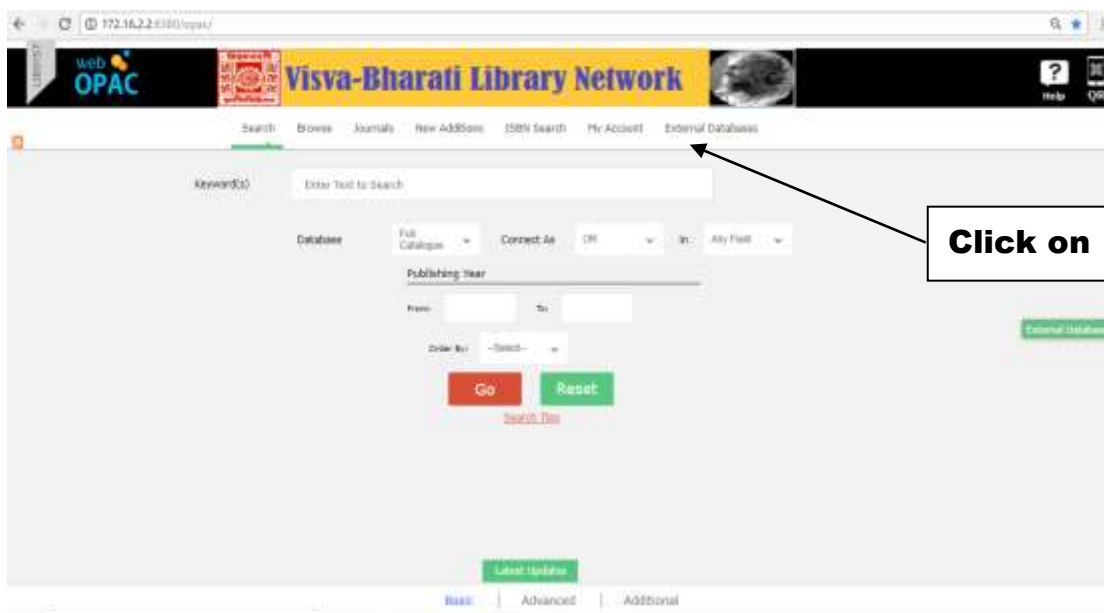
All the newly admitted Scholars/Students are invited to attend Library Orientation Program to be conducted by Central library, as and when communicated by the respective HoD.

University Librarian (Acting)
Visva-Bharati, Santiniketan.

Online Library Membership Registration: Guide to New Student

Students are advised to follow the guidelines for filling up the Online Membership Registration as noted below;

1. Candidate must have one e-mail account.
2. For Online Membership Form fill-up candidate has to visit Central Library or Bhavana Library or Departmental Computer having campus connectivity.
3. Open Visva-Bharati Website (www.visva-bharati.ac.in).
4. Click Library (third item of the website from the right-hand side) in the content page of the Visva-Bharati Website.
5. Click Library OPAC (fifth item from the left-hand side), then click any one either on Internet (<http://14.139.211.2:8380/opac/>) or on Intranet (<http://172.16.2.2:8380/opac/>)
6. Click on “My Account” Menu bar, one window (box) will open.



7. Click on: ‘New User? Sign up here’ (red colour last line at the bottom of the box) to open / get the registration form



8. Fill up the form carefully recheck your e-mail ID and Mobile number properly (Address 1 – Permanent residential address, Address 2- Local / temporary address).

The image shows a registration form titled "Registration" with a user icon. The form contains the following fields and annotations:

- * User Name**: Text input field.
- IC No.**: Text input field.
- * Email Id**: Text input field with a purple arrow pointing to it from a box labeled "Recheck e-mail".
- Gender**: Dropdown menu with "Male" selected.
- Blood Group**: Dropdown menu with "A+" selected.
- DOB**: Text input field with a calendar icon.
- Date of Joining**: Text input field with a calendar icon.
- Occupation**: Text input field.
- Designation**: Dropdown menu with "Select" selected and a red arrow pointing to it from a box labeled "Don't Use".
- Department**: Dropdown menu with "Select" selected and a green arrow pointing to it from a box labeled "Click on".
- * Address 1**: Four text input fields labeled Line 1, Line 2, Line 3, and Line 4.
- City**: Text input field.
- Pin**: Text input field.
- Address 2**: Four text input fields labeled Line 1, Line 2, Line 3, and Line 4.
- City**: Text input field.
- Pin**: Text input field.
- Home No.**: Two text input fields labeled (Off.) and (Res.).
- Mobile No.**: Text input field.
- or Institution**: Checkbox with a red arrow pointing to it from a box labeled "Don't".
- Sign Up** and **Cancel**: Buttons at the bottom right.
- Fields marked with * are mandatory**: Text at the bottom left.
- Click on**: A green box with an arrow pointing to the Sign Up button.

9. Click on 'Sign Up' button to complete the registration.
10. One ID will generate, don't forget to note the generated ID properly in the exercise book or mobile which candidate need to intimate in the Circulation Desk, Central Library.
11. Visit to the Central Library Circulation Desk with following Documents/ Items
 - a. University ID Card,
 - b. University Enrolment Card,
 - c. Any Address Proof Photo ID Card.

[Faculty and Staff may bring their Joining Report and c above]
12. Intimate generated ID no (as mentioned in sl no. 10) to the staff of Circulation Desk, Central Library and follow the advice from the staff.
13. Staff will capture one Photo of each candidate for the Library Card.
14. Visit after two working days again in the Circulation Desk, Central Library to collect the Library Card.

After getting library card every member must search library catalogue and also check their issue (book) details through 'My Account' where user ID will be the Library Card no. and Password is VBU123. Individual member may reset/change their password for subsequent entry or may take entry with the unique password as noted.