C.B. BHANDARI JAIN COLLEGE

Affiliated to Bengaluru City University, Accredited by NAAC & Approved by AICTE

#84, K.R. Road, Shankarpuram, Bengaluru -560 004
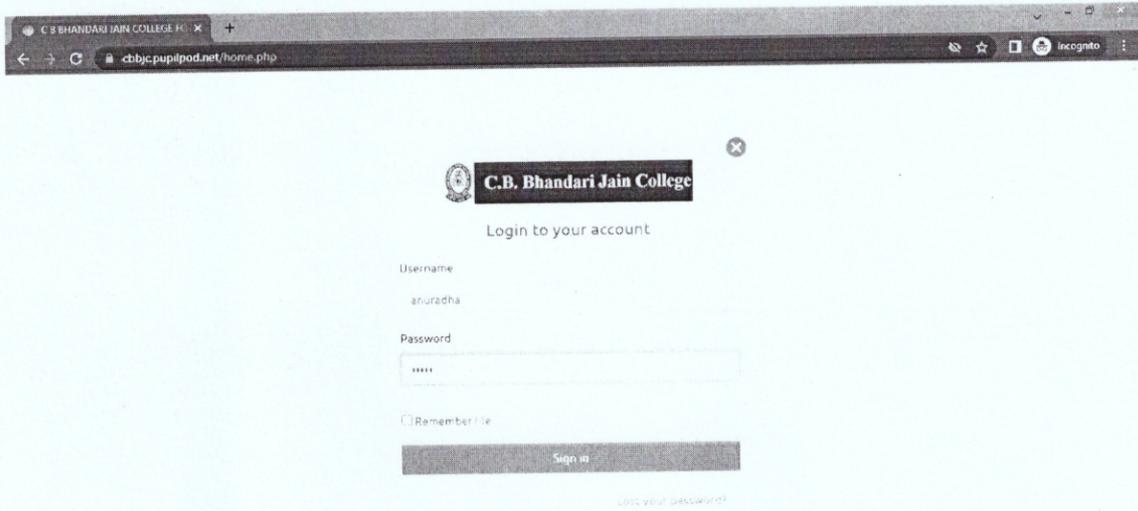
4.2.1 Library is automated using Integrated Library Management System (ILMS)

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LIBRARY MODULE

1. Enter url: cbbjc.pupilpod.net; Enter Username: kaveri ;
Password :Kaveri@123 . Click on Sign in.
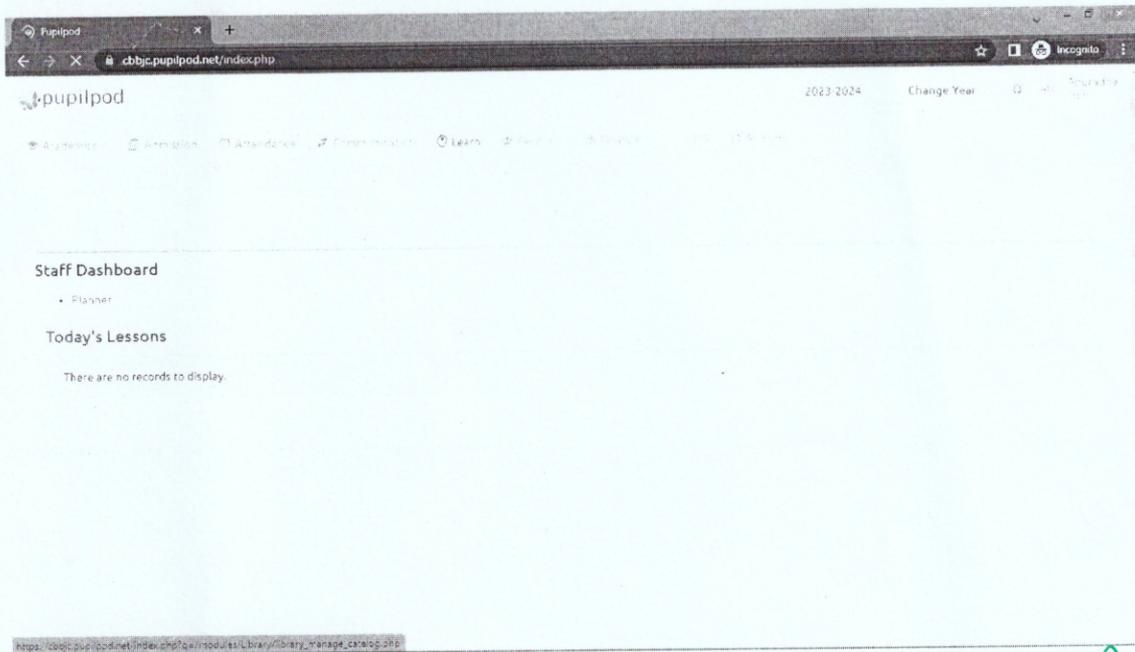
2. In Staff dashboard, Click on Learn Module.
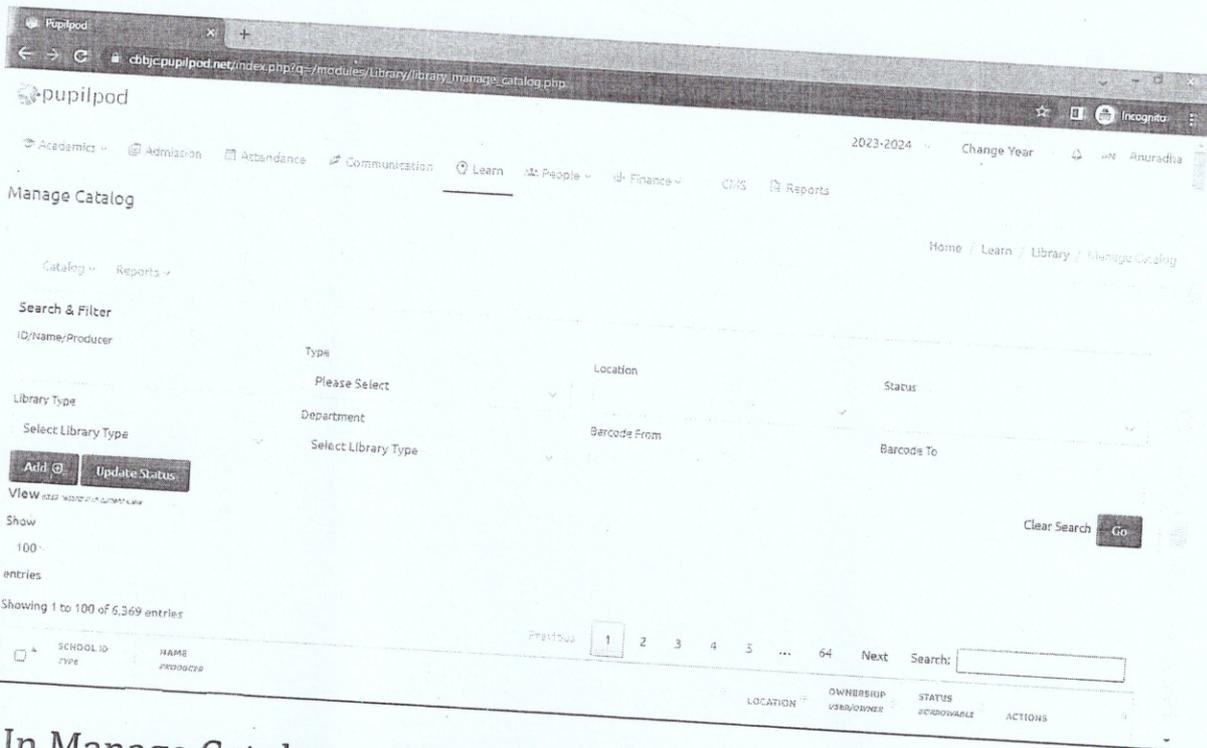
3. In Manage Catalogue Screen,

* ID/ Book Name can be searched

* Library Type: PG or Degree

* Department can be searched.
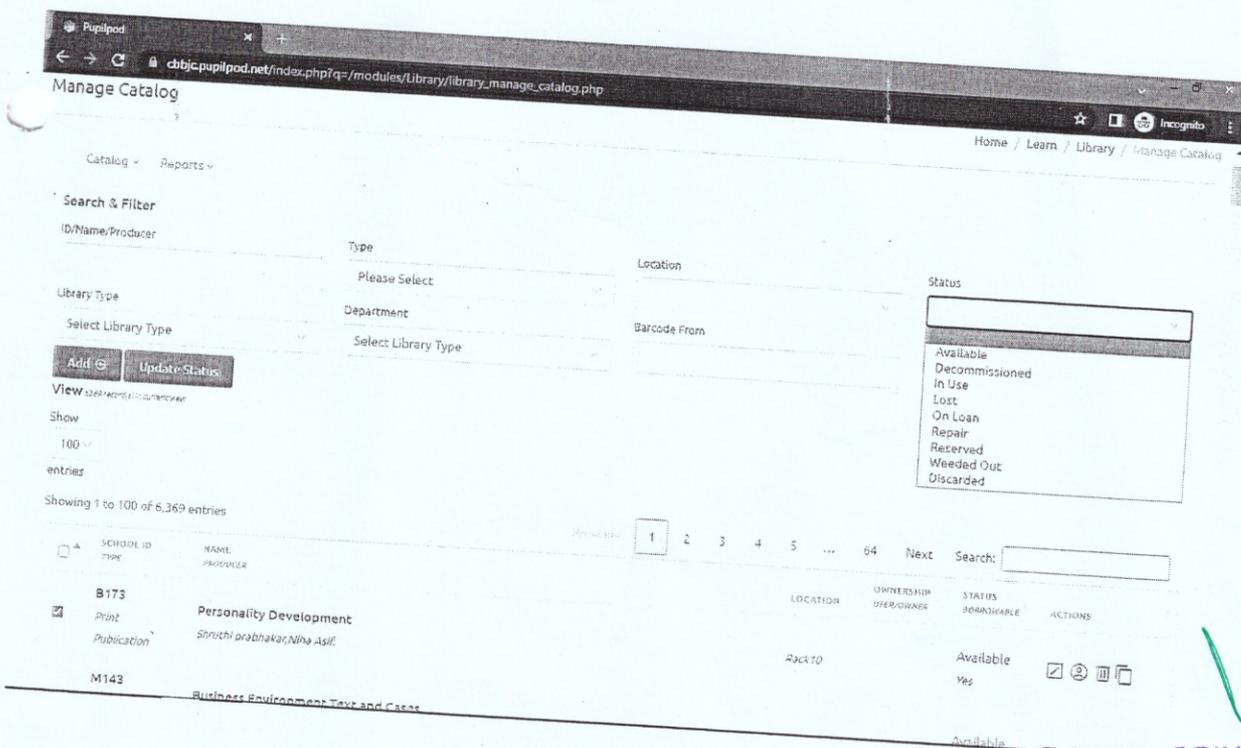
4. In manage catalogue screen, Book status can be updated. Select the particular book & click on status & Select option for eg: Available ; On loan; weeded etc as shown in the image & Click on Update Status so that the book status gets updated.
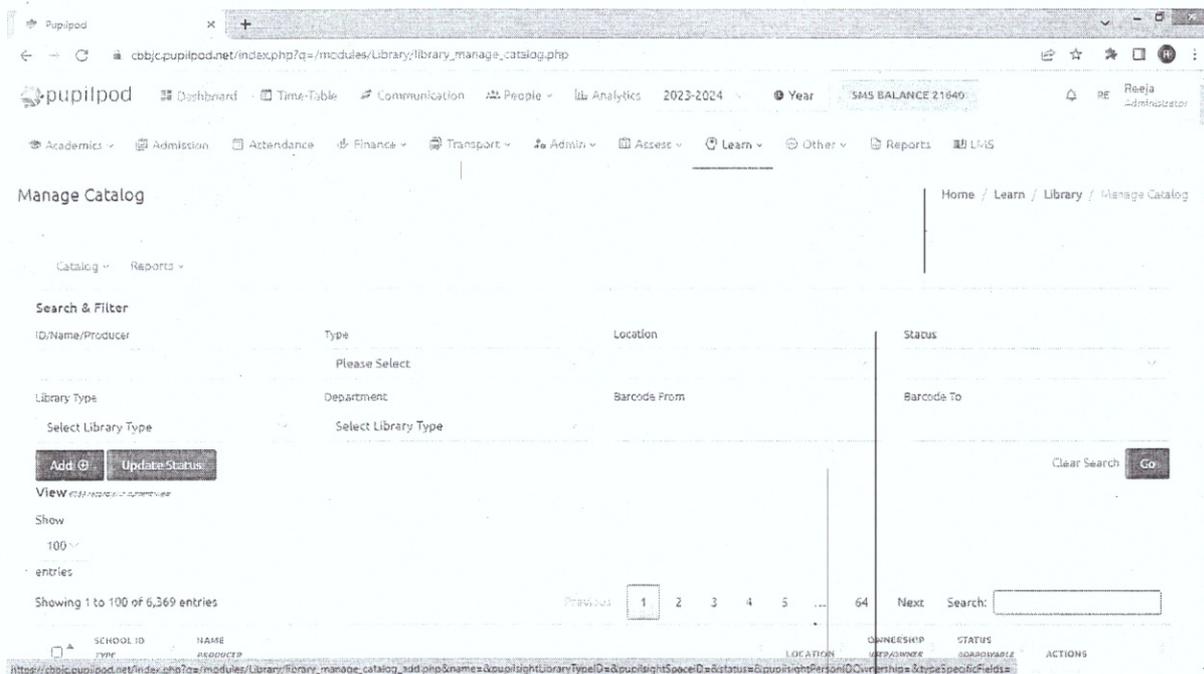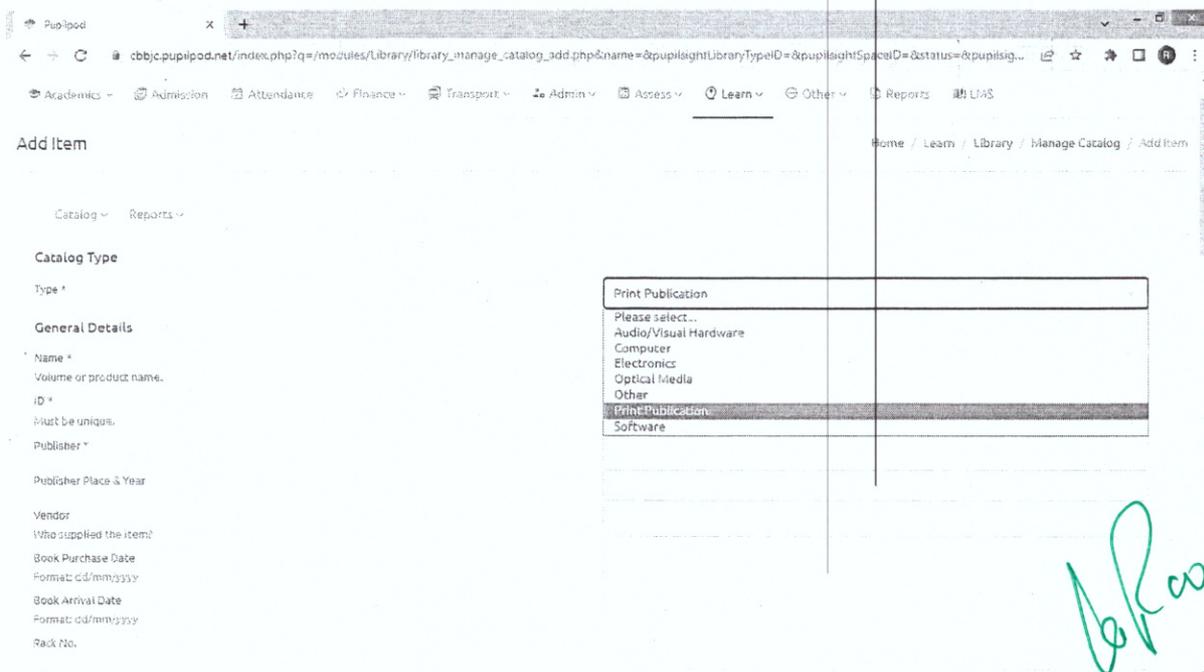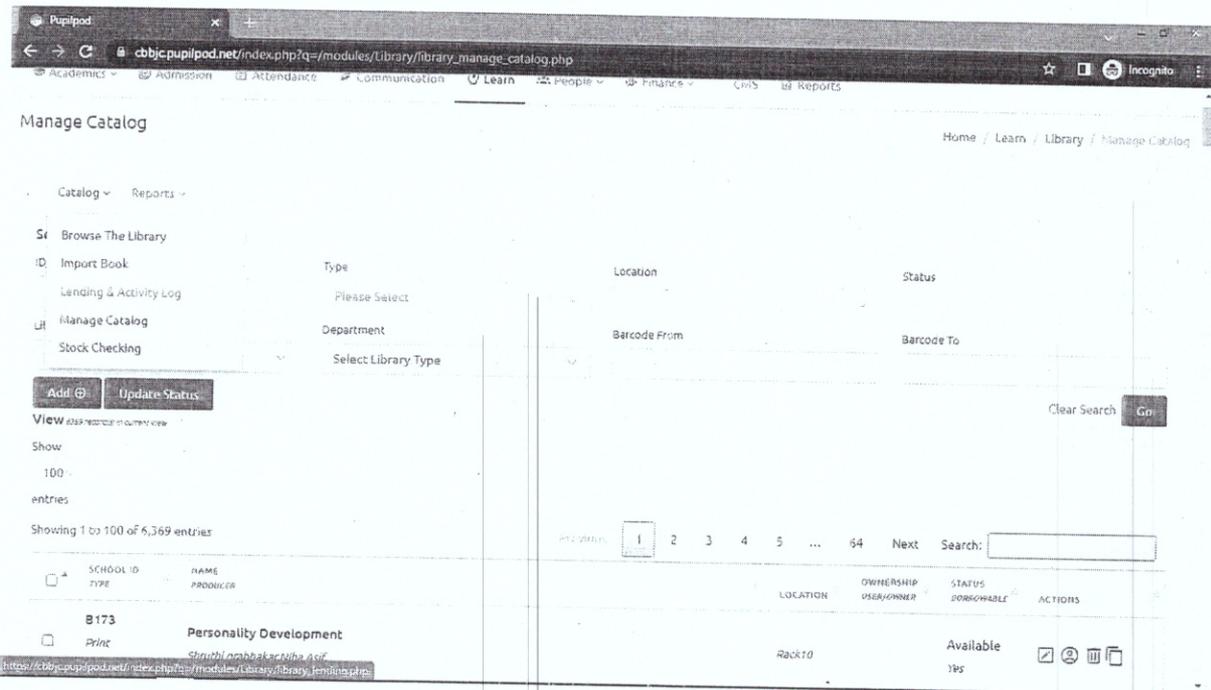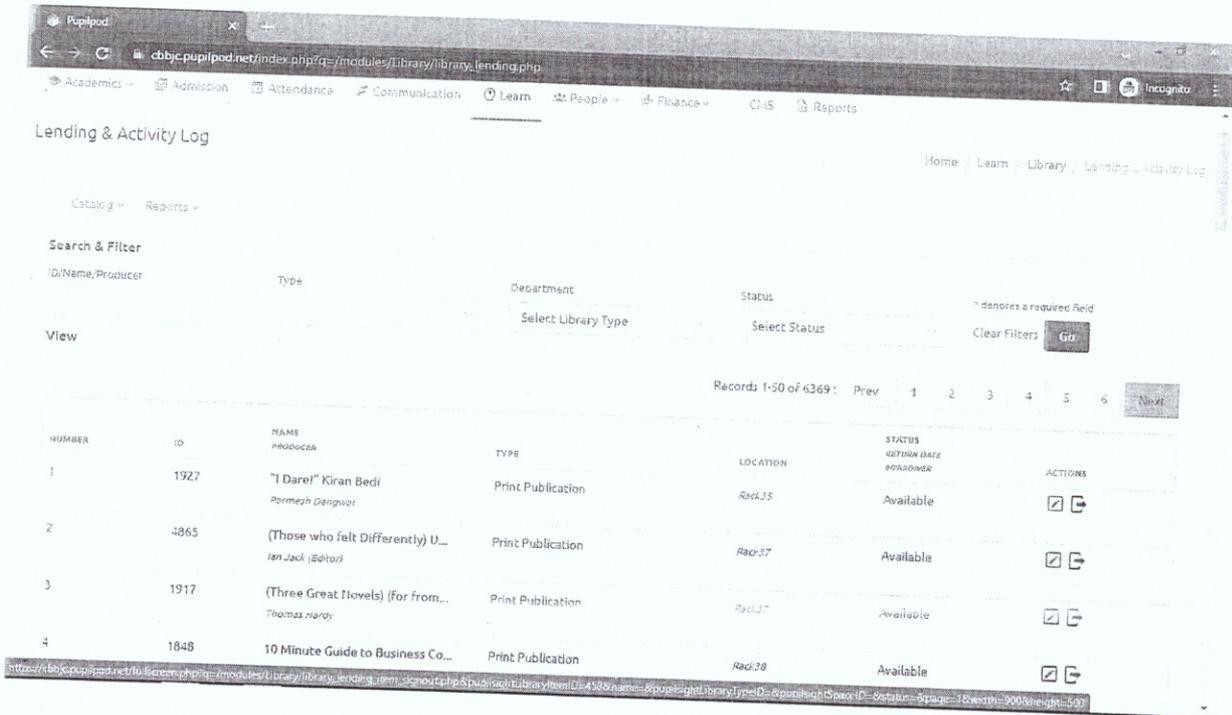

5. To Add, New library book click on Add+ option .

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6. In Add Screen, Select as Print publication & add the details of books & click on submit so that new book details get saved.
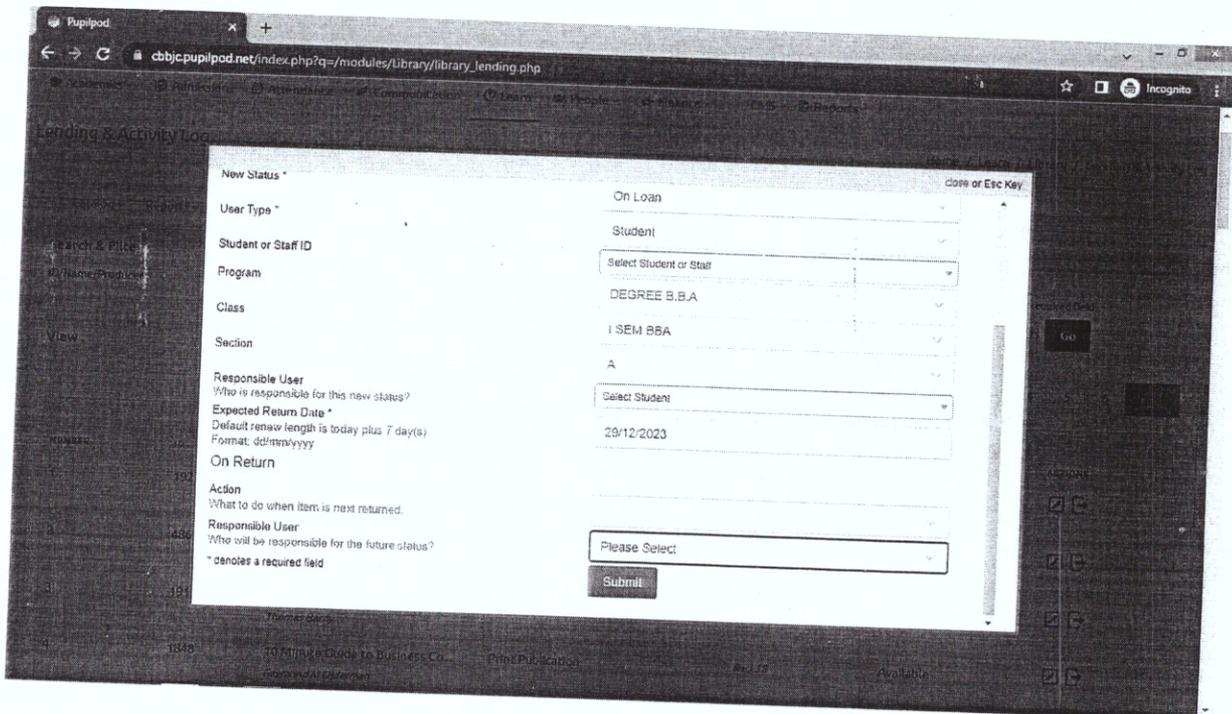

7. For Book Circulation, Select Catalog > Lending & Activity log as shown in the image.

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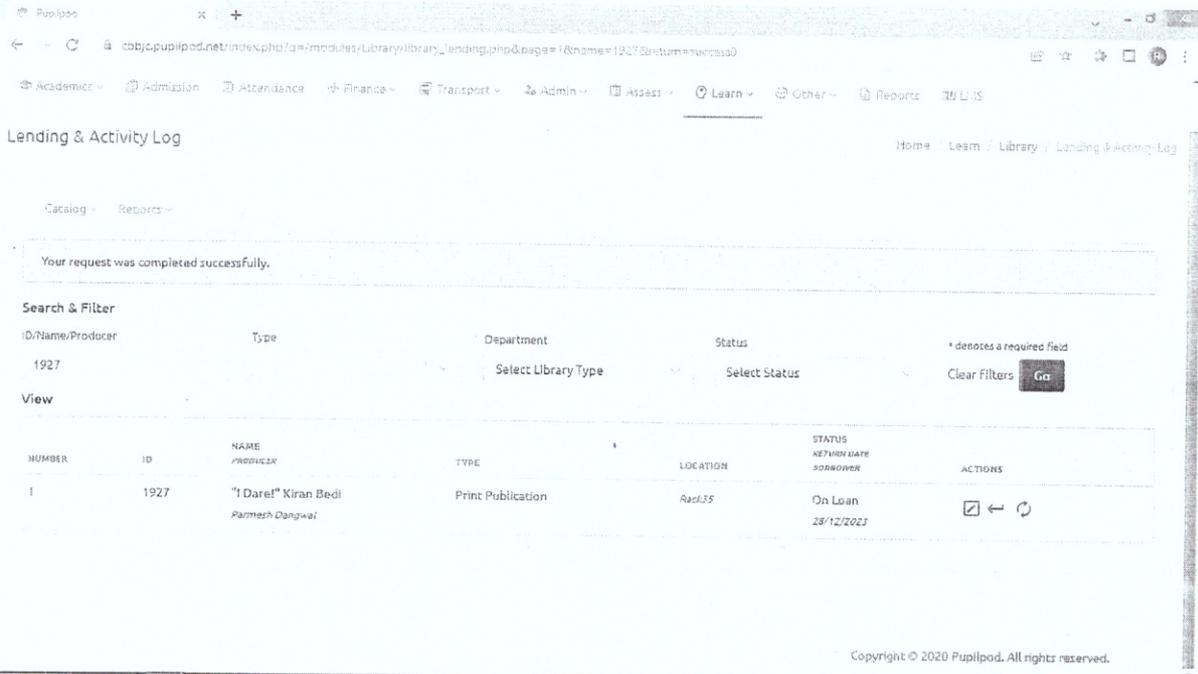# 84, K.R. Road, Shankarapuram,
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8. In Lending & Activity screen, Under Actions, Select -> Check out icon for lending library books.
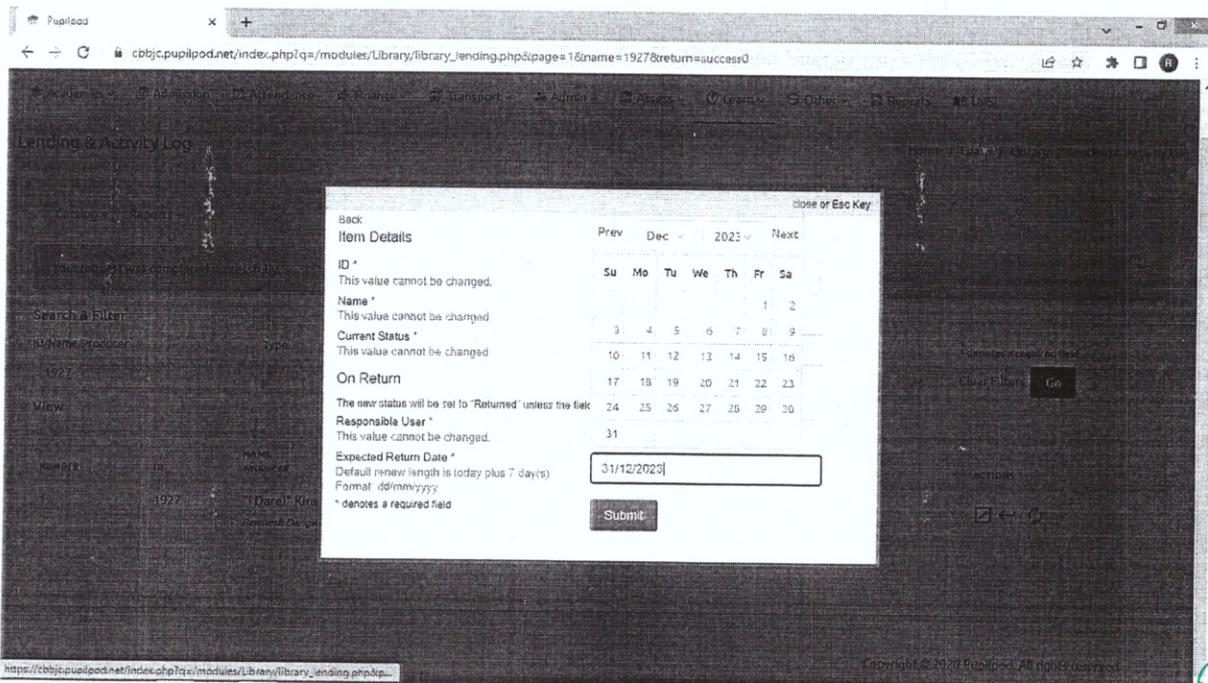

9. In check out screen, Select program , Class & Section, select student name to whom the book is given. Select the return date & click on Submit option.

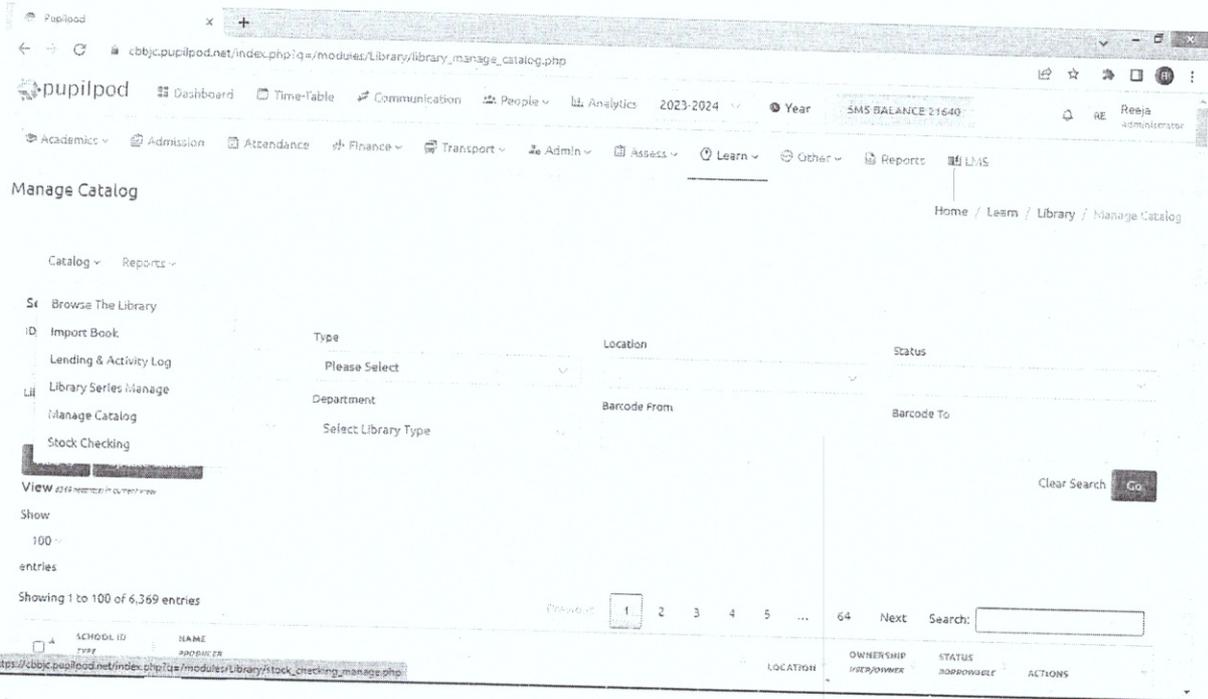PRINCIPAL
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10. After submitting, Lending Status changes to On Loan. To renew book , click on renew option -> <- & to return select <- icon.

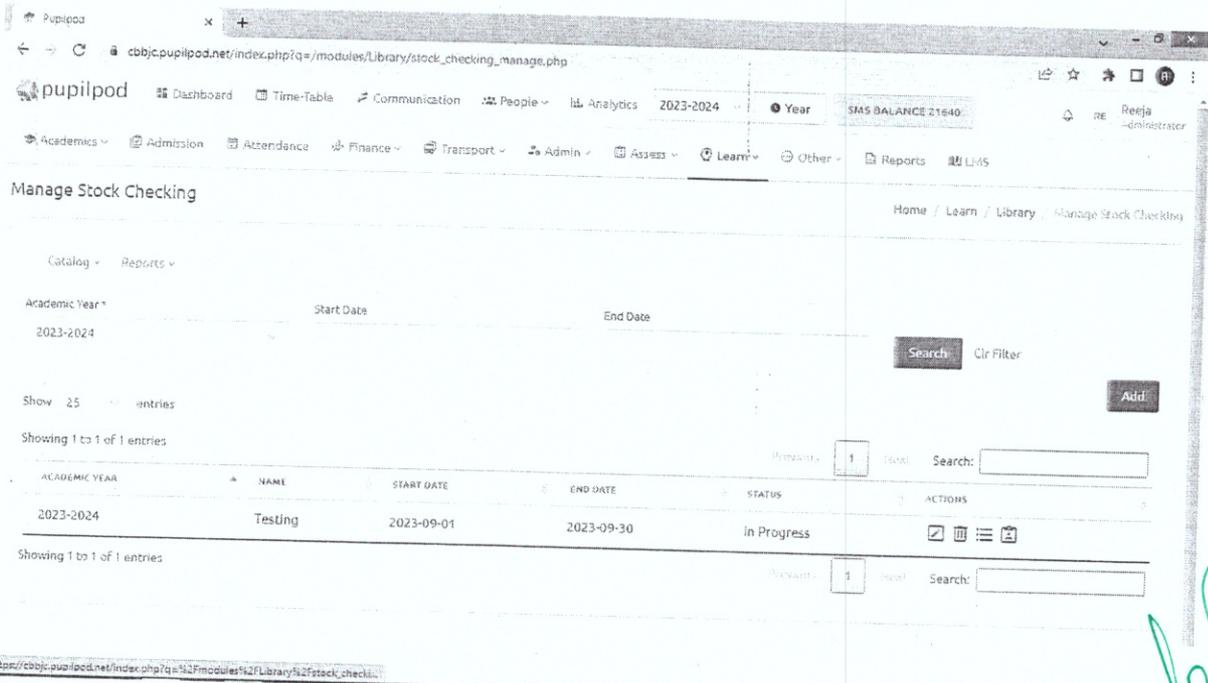## 11. To renew book, Change return date & click on submit option. & to to return book click on <- icon & submit so that book gets returned.
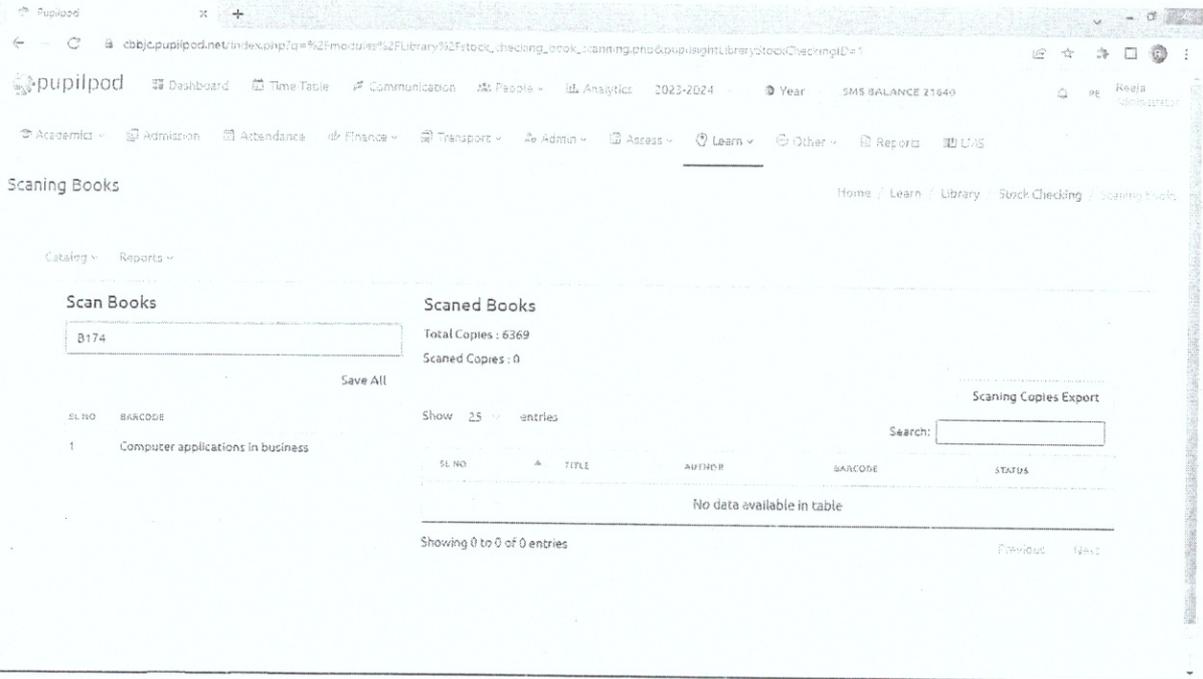

12. For Stock checking, Click on Catalog < Stock checking.

13. In Stock checking screen, Click on 3 icon (assign).

14. In Scanning books screen, Enter the book number or scan the barcode of the book. so that book name gets displayed, after scanning books, click on **Save all** option.
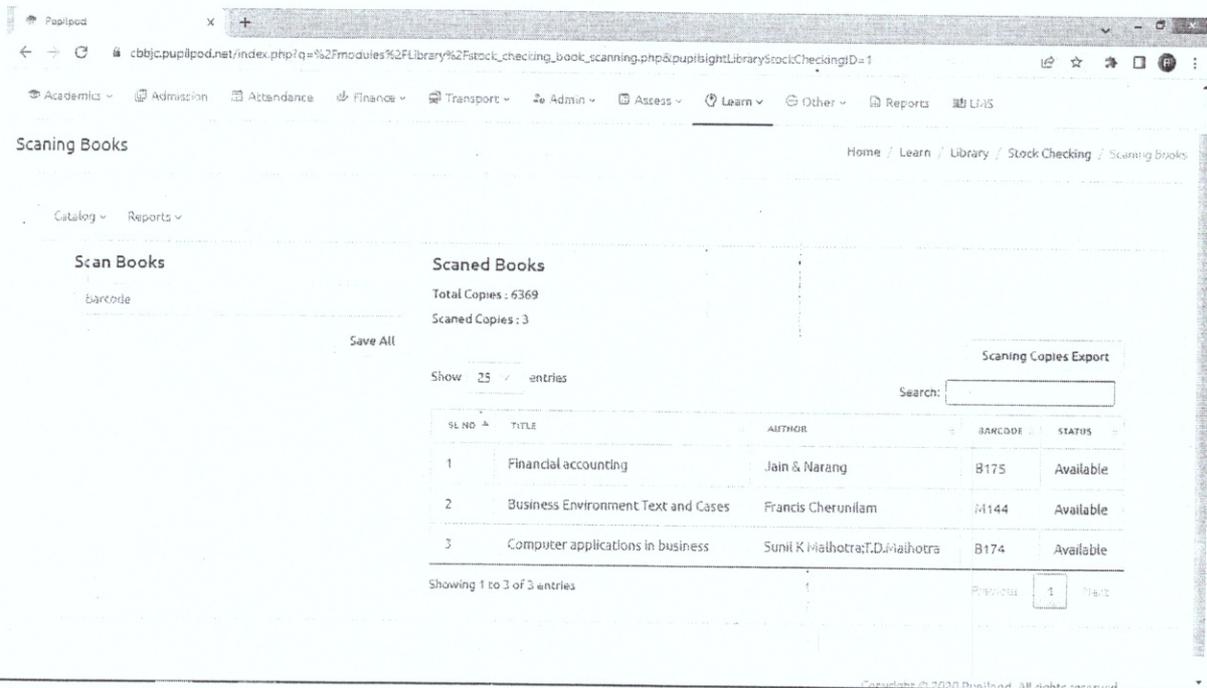
15. After Saving, Scanned books can be exported.

16. To check the stock reports click on 4th option under actions.

17. In Stock reports, for eg: No of books scanned, No of books in circulation can be checked.
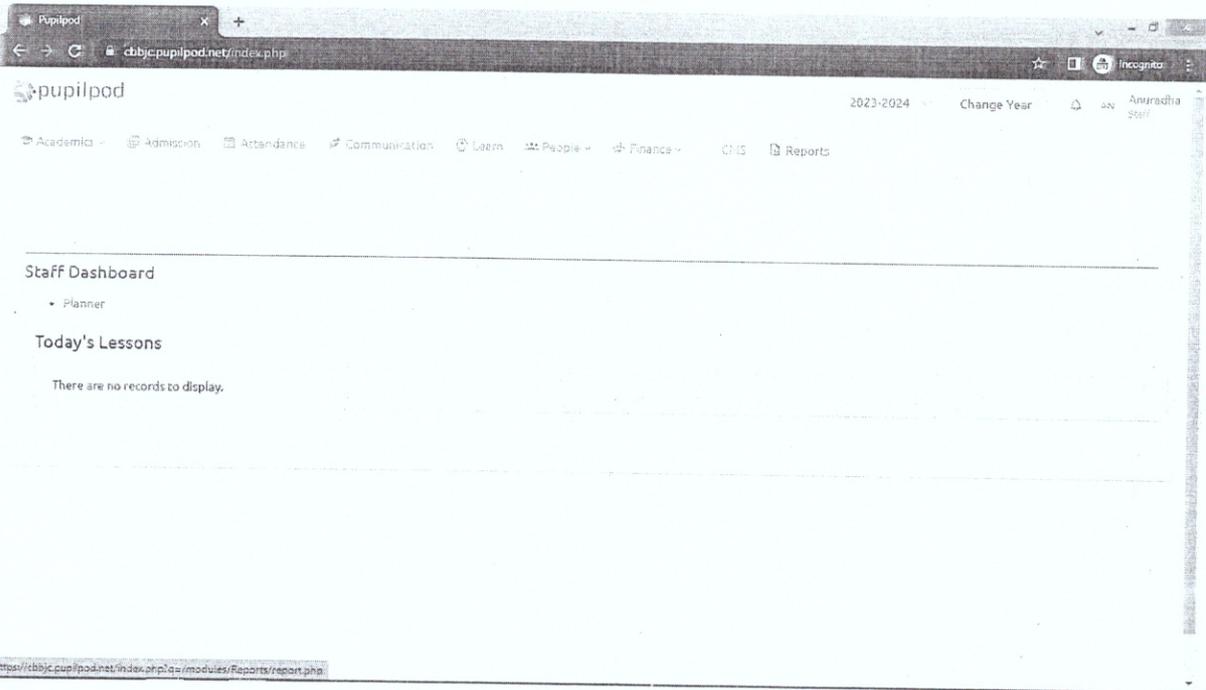
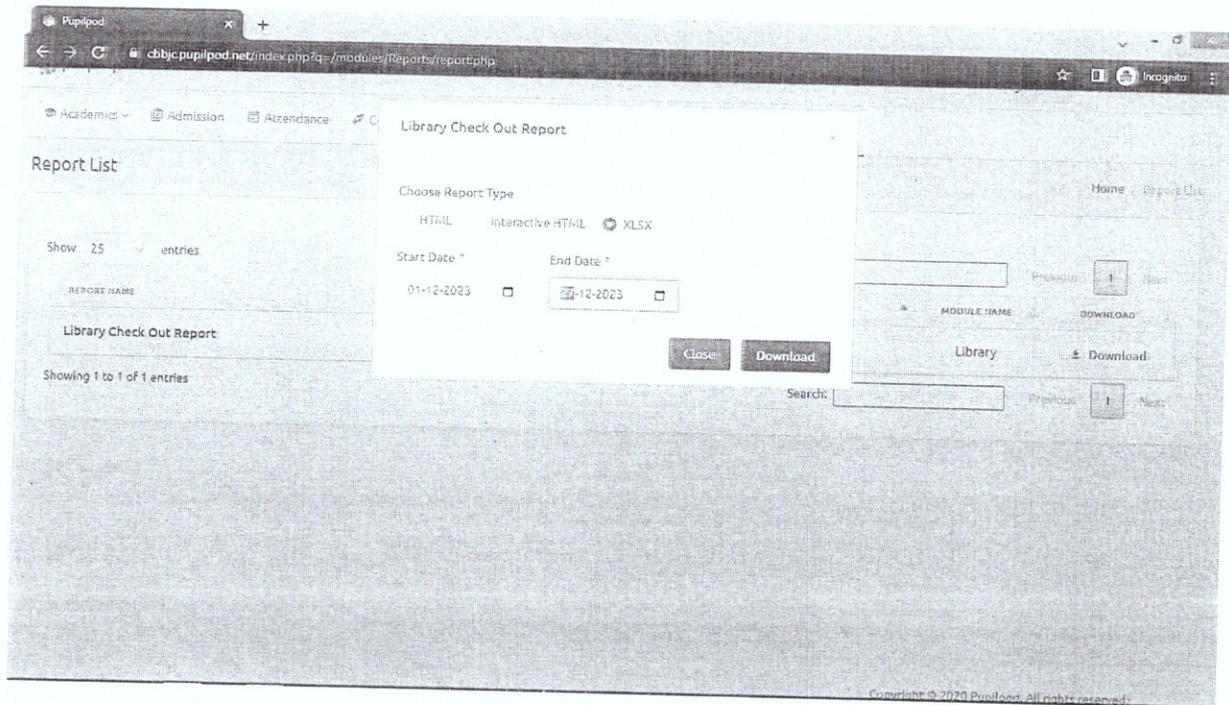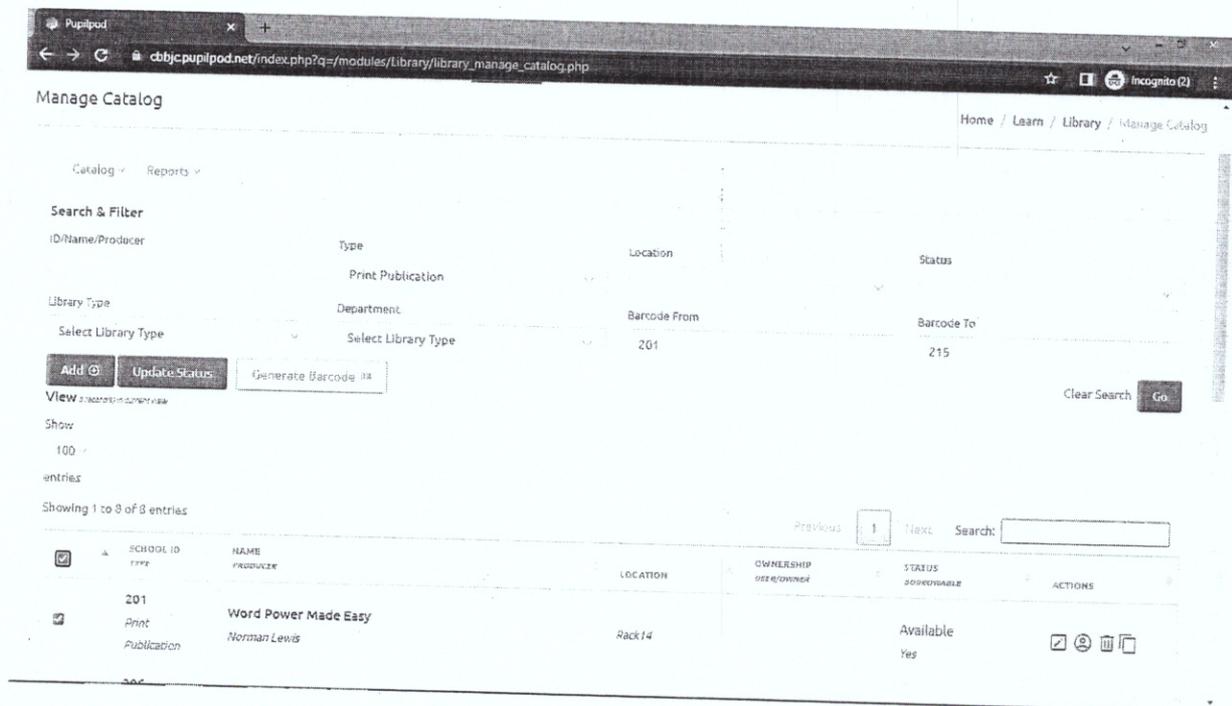## 18. To view library check out report click on "reports " in Staff dashboard.
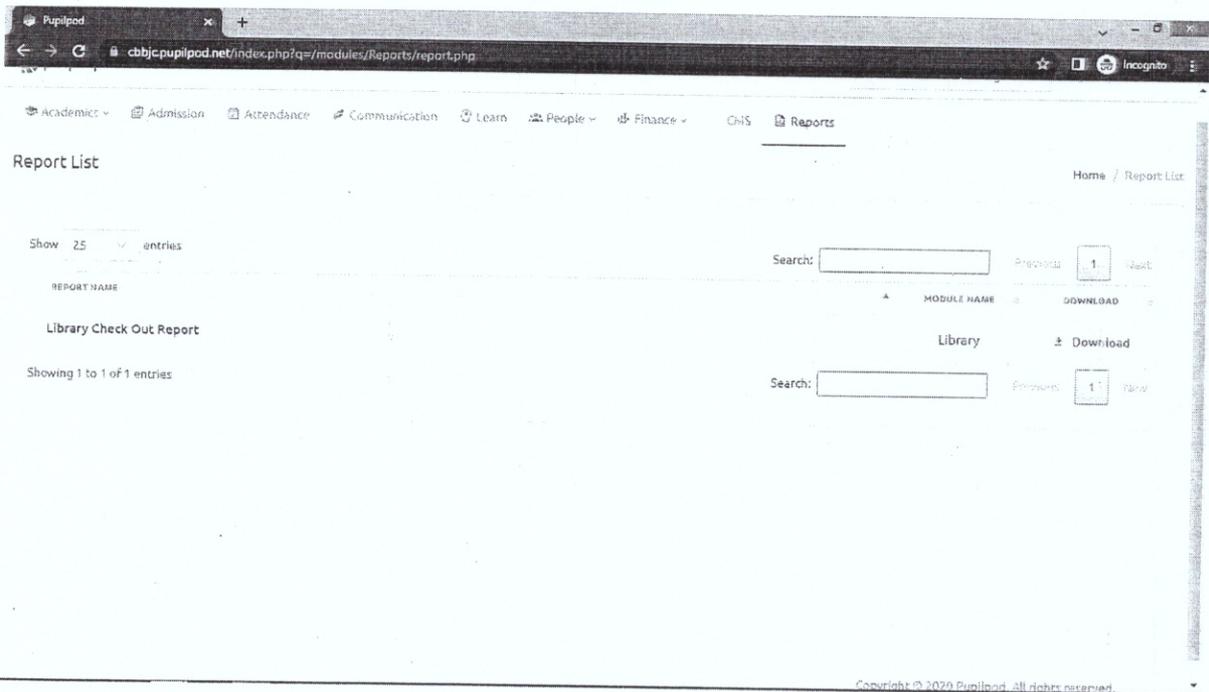
19. In Report List screen, Click on download option.

20. In Library Check out report, Choose report type eg: HTML; XLSX etc. Select the Start date & end date as shown in the image & click on download.

21. For Barcode printing, Kindly select the type as Print Publication, Enter the barcode from & to numbers, Select the books & click on "Generate Barcode" icon as shown in the image.

OPAC Login credentials:

Url: cbbjc.pupilpod.net

Username: Library Info

Password : 12345