



विश्वभारती / VISVA-BHARATI  
केंद्रीय पुस्तकालय / CENTRAL LIBRARY  
विश्वभारती लाइब्रेरी नेटवर्क / (Visva-Bharati Library Network)

Memo No. CL/ 464 /2024-25/(36)

Date: 20 September 2024

**NOTICE**

**Sub: New Library Card**

Please note that the process for a New Library Card will start on 26 September 2024. Newly admitted students of UG / PG/ Certificate/ Diploma and Ph.D coursework programs in different Bhavanas are welcome to register for online membership.

**A. Online registration:**

Click on <https://vbu-opac.kohacloud.in/cgi-bin/koha/opac-memberentry.pl> and fill out an online registration form from anywhere. While filling up the registration form, please take care of the following;

- i. Use Upper Case (Capital Letters) in all columns except the e-mail address
- ii. For Password - Password must contain at least eight (8) characters, including UPPERCASE, lowercase, and numbers (If you do not enter a password, a system-generated Password will be created), and this Password may please be noted for future entry to the personal account.
- iii. Member Location – The candidate has to select their department from the dropdown menu.

*[Please see the demo copy on the 2<sup>nd</sup> page of the notice, display board at the Central Library, and Announcement of the library website through the link <https://vblibrarynetwork.in/>].*

- iv. After successfully submitting the registration form, the system-generated 'Registration Number' will be automatically sent to your e-mail ID (as mentioned (i) above and used during the registration), which you need to note and intimate 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 papers will be verified and returned on the spot]***

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

**C. Issue of Library Cards:** Library Cards may be collected (in person) any day after two to three working days of the Documents Verification and Photo Session as at 'B'). Students should contact the Bhavana Library immediately after collecting the library card from the Central Library.

All the HODs are requested to send the newly admitted Scholars/Students to the Central Library to attend the Library Orientation Program for effective use of the library resources, services, and facilities in a befitting manner. Necessary communication may be sent to the undersigned to arrange the session.

Librarian  
Visva-Bharati, Santiniketan

# Online Library Membership Registration: Guide to New Student

One must first fill out the Online Membership Registration to get a new library card. The process of online registration is given below;

## A. Online Library Membership Registration: Guide for New Library Card

Students/ Users 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. Candidates may visit Central Library, Bhavana Library, or the Department to complete the online Membership Registration Form. They may also use their devices from anywhere through the link <https://vbu-opac.kohacloud.in/cgi-bin/koha/opac-memberentry.pl>. OR
  - a. Open Visva-Bharati Website (<https://visvabharati.ac.in/index.html/>).
  - b. Click Library (the third item of the website from the right-hand side) on the content page of the Visva-Bharati Website.
  - c. Click Library VBLN Discovery with OPAC (fifth item from the left-hand side), then click on <https://vbu-opac.kohacloud.in/>
3. Click on the “**Login to your account**” Menu bar; one window (box) will open.



4. Click on: ‘ [Create an account](#). Register to open /get the registration form.



5. Fill up the form carefully. Recheck your e-mail ID and Mobile number properly (Address1–Permanent residential address, Address2-Local/temporary address) before submitting.

## Your personal details

### Library

Home library:

### Identity

Salutation:

Surname:   
Required

First name:   
Required

Middle name:

Date of birth:

Female:  Male:  Other:  None specified:

### Main address

Street number:

Address:   
Required

District:

City:

State:

ZIP/Postal code:

### Contact information

Primary phone:   
Required

Secondary phone:

Other phone:

Primary email:   
Required

Secondary email:

Main contact method:

Preferred language for notices:

### Alternate address

Street number:

Address:

Address 2:

City:

State:

ZIP/Postal code:

Country:

Phone:

Email:

### Password

Password must contain at least 8 characters, including UPPERCASE, lowercase and numbers  
If you do not enter a password a system generated password will be created.

Password:

Confirm password:

Note the Password

### Additional information

Member Location:   
Clear

### Verification

Verification:   
Required  
Please type the following characters into the preceding box: RDEWC

Click here

Submit

6. Visit the Central Library Circulation Desk with the following Documents/Items
  - University ID Card,
  - University Enrolment Card,
  - Any Photo ID Card as Address Proof.

*[Faculty and Staff may bring their Joining Circular/Report and c above]*
7. 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.
8. Staff will capture one Photo of each candidate for the Library Card.
9. Visit again after two working days at the Circulation Desk, Central Library, to collect the Library Card.

After getting a library card, every member must search the library catalog and also check their transaction (issue/return of library book(s)) details through 'MyAccount' where the user ID will be the Library Card no. and for Password, you have to use your Password used during registration. OR

go to the login option and click on forgot Password, put your card number as ID, and give the e-mail ID entered during registration to get the password reset link. Then, check the concerned e-mail and reset the new Password. If there is any discrepancy, immediately inform the Circulation Section of Central Library and Bhavana Library, as the case may be, to avoid future complications.