Takshashila Library

Instructions for Patrons

1. **Portal**

- The Takshashila Library catalogue is available at the [Takshashila Library Portal](#).
- You can browse the catalogue by clicking on the different collections (Biography, Economics etc.) on the left-hand side of the Library Portal.
- You can also access the Portal from [Takshashila's website](#) by clicking on the link under the Portals section at the bottom of the homepage.

2. **First Time Login**

- Go to the [Takshashila Library Portal](#).
- Click on 'Patron Login' at the top right corner.
- Click on 'Need Password?'.
- ***Enter the email address you have used to sign-up to 'Kalpa', our alumni platform and hit Submit.***
- Your password will be emailed to you.
- Login using your password.
- Go to 'Edit Profile' and create a new password.

3. **Borrowing Self-Service**

- Browse the office library or the Library Portal and identify the books you want to be issued.
- Sign-in to the Library Portal. Search for the name of the book you want to Check-Out on the Library Portal.
- Click on the relevant book(s).
- Click 'Check-Out' option at the top. This will add the book to your Cart.
- Click 'Complete' to check out the book(s) and take them home with you.
- If a book(s) is already checked out, please use the 'Add Hold' option to place a request for the book(s) as soon as it is available.

4. **Return**

- You can keep a book for 14 days with a Renew option for another 14 days, before returning it.
- The Renew option is available under the 'Active' section of your Library Portal page. You can access it by clicking on the Icon at the top right of the Portal.
- For returning a book, please leave it at the cardboard box placed to the left of the lift near Takshashila office entrance.

5. **Damage**

- We expect the books to be returned in substantially the same condition as when it was issued.
- If we find that the book has been damaged beyond regular wear and tear, we reserve the right to request for a replacement from the concerned patron and/or bar their access from the library.