

Central Library - Amaravati Campus

Circular No. 7/LIB/2023-24

Date: 26.04.2024

CIRCULAR

Dear Students and Faculty Members

We are excited to introduce a convenient **Online Book Renewal Scheme** available during this holiday season. If you currently have books checked out from our library that are due between **April 28 and June 2, 2024**, you can renew them online, ensuring your continued access to these resources without needing to visit the library in person.

Online Book Renewal Process:

- **Time Frame for Renewal Requests:** Requests can be sent between 9:30 AM and 4:30 PM throughout May.
- **Email for Renewal Requests:** Please send your renewal requests to Assistant Librarian at a_muthuraj@av.amrita.edu.

Required Information for Renewal:

- **Name:** Your full name as registered with the university.
- **Roll Number:** Your university roll number.
- **Name of the Book:** The title of the book you wish to renew.
- **Accession Number:** The accession number of the book, as found on the book's label.
- **Due Date:** The current due date of the book.

Important notes:

- Renewal requests are processed only on working days (Monday to Friday).


To ensure a smooth and quick renewal process, please include all the required details in your email. Upon processing your request, you will receive a confirmation email with the new due date of your book.

We encourage everyone to take advantage of this new facility to manage your library books effectively and ensure your studies continue uninterrupted.



A. Muthuraj

Assistant Librarian



Dr. B. Rajathilagam



Copy to: -

Principal / Dean-MBA / Professor- Students Affairs & Welfare
Coordinators- All UG & PG Programmes / Main Notice Board