

Borrowing Hints

Membership in the library

All university members are library members by default and they do not need to register separately. Also, at the beginning of each academic year, the information of new students is automatically added to the system and their membership would be recorded.

- ❖ Ph.D. and M.A. students, if they have studied the previous major at Shahid Beheshti University, their library profile information should be edited by colleagues of the Central Library or the faculty library to borrow books and use theses.

How to enter the university library system (Azarsa):

1. Log in to the university library system (Azarsa) through this address link: centlibrary.sbu.ac.ir
2. Log in to the system in the user login section
3. Enter the username and password, which for students are national code and student ID number, and for faculty members and staff are national code and personnel number.

Procedures for borrowing a book (pictorial guidance)

1. Log in to the university library system (Azarsa) or centlibrary.sbu.ac.ir
2. Enter the document search portals section and advanced search
3. Search for the required resource
4. Check the searched source availability in the university libraries (in which libraries the source is available) and view the availability status of the source in the desired library
5. Write the needed book reference number (Dewey) and go to the library to borrow the book.

Book reservation procedures (pictorial guidance)

1. Log in to the university library system (Azarsa) through this address link: centlibrary.sbu.ac.ir
2. Log in to the system in the user login section
3. Enter the username and password, which for students are national code and student ID number and for faculty members and staff are national code and personnel number.
4. Enter to the document search portals section and advanced search
5. Search for the required resource
6. Check the searched source availability in the university libraries (in which libraries the source is available)
7. It will be possible to make a reservation, if the desired book is borrowed, by pressing the reservation request button on the left side of the record of each book, selecting the desired library, and clicking the green tick on the left side.
8. The final approval of the reservation of books depends on the approval of the librarians of the university libraries.

Procedures for extending the borrowed book (pictorial guidance)

1. Log in to the university library system (Azarsa) through this address link: centlibrary.sbu.ac.ir
2. Log in to the system in the user login section
3. Enter the username and password, which for students are national code and student ID number and for faculty members and staff are national code and personnel number.
4. Click on the user name and enter the section named **the borrowed documents**
5. Check the status and check the return date of the books
6. If there is no delay in the return of the books, by pressing the green button (green part) at the end of each row, the extension request will be registered.
7. The final approval of the extension of the books depends on the approval of the librarians of the university libraries.

- Within 3 days of registering the extension request, check the final date of returning your books and contact the desired library if it is not extended. (Communication with the Central Library experts is only possible through the "**Goftino System**" (purple icon on the right side of the library website).

Book settlement procedures

1. Return all the books to the university libraries
2. settle financial affairs and fines due to the delay in returning, damaging, or losing the borrowed resources in the central library of the university
3. Deliver the student card to the Security unit of the university
4. Start the automation settlement process in the Golestan system

- If the order of the above steps is followed and there are no financial issues, there is no need for the member to go to the university libraries and the account settlement process will be done automatically.