VIDYA KUNJ

THE PARK LIBRARIES

PORTAL USER MANUAL

A practical guide for readers, donors, librarians, employees and administrators



Vidya Kunj Park Library, Alwar

District Administration & DoIT&C, Alwar

Open Vidya Kunj Portal

Version 1.0 | 13 November 2026

START HERE

How to use this manual

This guide explains the main tasks available in the Vidya Kunj – The Park Libraries portal. Follow the section for your role. Button names and menu labels are shown as they appear in the current portal build.

User role	Main activities
Public visitor / reader	Explore the initiative, search the public book catalogue, view library locations, news, gallery and approved community feedback.
Donor / wisher	Enter through Donate / Wish A Book using name and mobile number; donate books, request a book for a selected library, record shipment details and submit feedback.
Librarian / employee	Sign in through Dept. Login; manage books and inventory, confirm receipt of donations and review book wishes assigned to the user's library.
Administrator	Manage libraries and staff accounts, review community feedback, view district-wide records and use CSV exports.

Quick access

Portal: https://atulyaalwar.in/VIDYA_KUNJ_PARK_LIB/

Donor access: Donate / Wish A Book on the public homepage.

Staff access: Dept. Login on the public homepage.

Accessibility and display controls

- Language: use the language selector to switch between English and Hindi where translations are available.
- Theme: choose Light, Dark, Light Brown or Light Blue.
- Text size: A− decreases text size, A resets it and A+ increases it.
- The portal is responsive; on a phone, use the navigation menu button to open site sections.

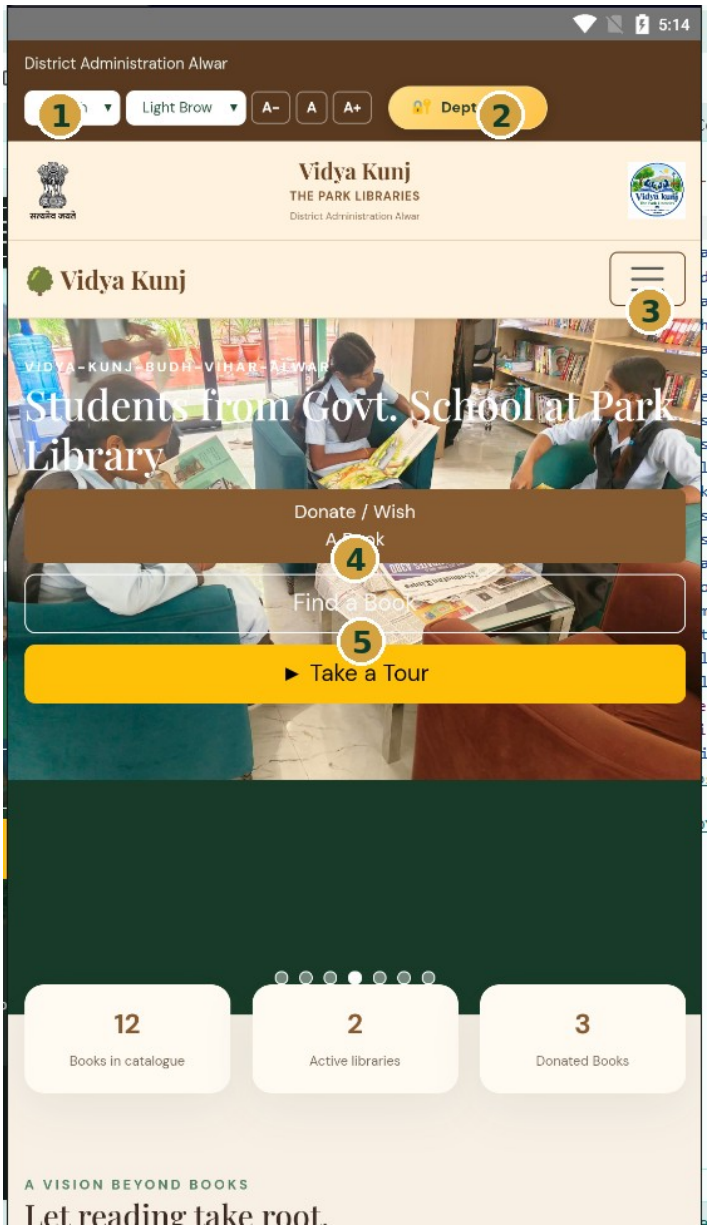
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FOR EVERYONE

Public homepage and navigation

Open the portal URL in a browser. The homepage introduces the initiative and provides access to the catalogue, tour, public information and donor/wisher entry.



Actual portal homepage screenshot supplied with the project. Numbered markers identify key controls.

Marker	What it does
1	Language, theme and text-size controls.
2	Department login for authorised staff.
3	Navigation menu for homepage sections.
4	Donate / Wish A Book opens the donor/wisher access page.
5	Find a Book jumps to the public catalogue; Take a Tour opens the tour video.

Tip

On a mobile phone, tap the menu icon to open the navigation links. Use the browser Back button only when you intend to leave the current page.

PUBLIC INFORMATION

Find a book and explore the public site

Use Find a Book in the homepage navigation or the hero button to move to the searchable catalogue.

Search the catalogue

1. Choose a category, if you want to narrow the catalogue (for example Study Books, Novels, Children-Books, Science Books, Computer Books, Competition Books, History & Heritage or Environment).
2. Enter a keyword in the search box. The portal searches title, subject, author, publication, category, donor name or donor mobile.
3. Select Search. Review the matching book cards / catalogue entries. Clear the search term to return to the broader catalogue.



A reading space at Vidya Kunj. Catalogue availability is based on the inventory published in the portal.

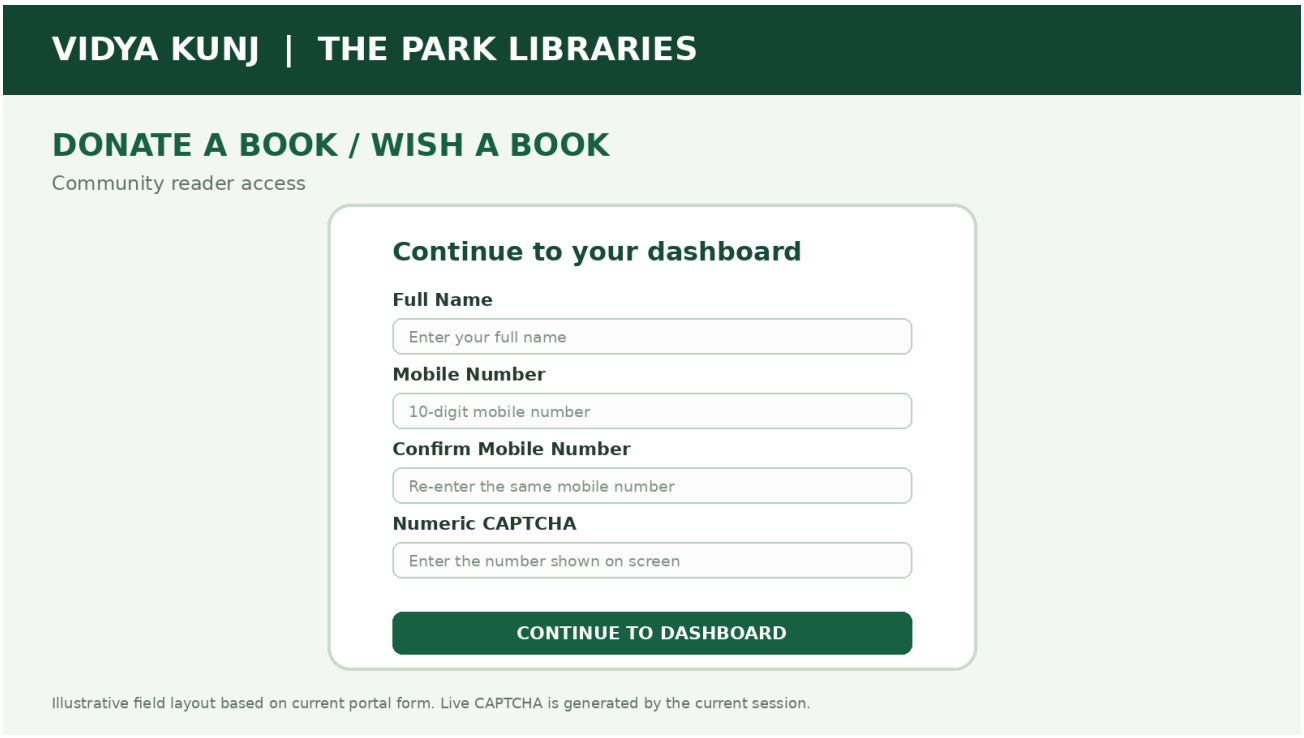
Other public sections

Section	What visitors can find
Our Mission / Objectives	The initiative vision, reading culture, inclusion, family learning and environmental awareness.
Messages	Message from the District Administration.
News / Gallery	Published project updates, photographs and videos.
Locations / Upcoming Libraries	Library location information and upcoming library entries, as published.
Community Feedback	Feedback approved for public display.
Contact Us	Office contact details and email / phone information.

COMMUNITY READER ACCOUNT

Donor / wisher access

Tap Donate / Wish A Book on the public homepage. The donor/wisher access form asks for the details below before opening the dashboard.



Illustrative field layout based on the current donor access form; the live CAPTCHA is generated for each session.

How to continue

1. Enter your Full Name.
2. Enter a valid 10-digit Indian mobile number (the form validates the number format).
3. Re-enter the same mobile number in Confirm Mobile Number.
4. Enter the Numeric CAPTCHA shown on the live form, then select Continue to Dashboard.

Important: mobile number is the account identifier

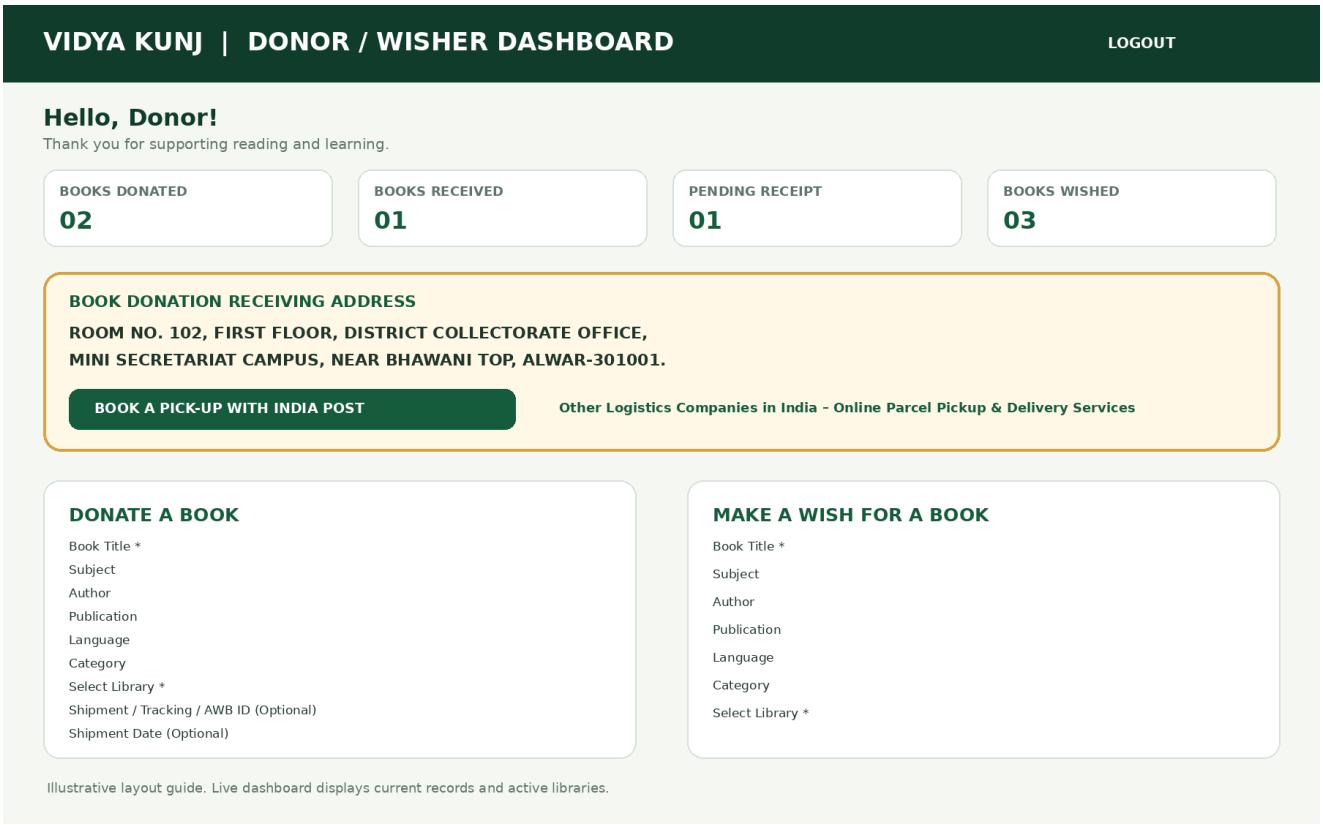
The current portal form does not send an OTP. The mobile number is used to identify the donor/wisher account. Use the same name and mobile number on later visits. If the number is already associated with a different name, contact the portal administrator instead of creating another identity.

The portal may record the visitor IP address for security and audit purposes. Do not use another person's mobile number.

AFTER SUCCESSFUL ACCESS

Donor dashboard overview

The dashboard brings donation, wish and feedback activities together. Your counts and tables are personal to the donor account currently open.



Illustrative dashboard layout. The live dashboard shows the actual account's counts, active libraries and saved records.

Dashboard areas

- Summary cards show Books Donated, Books Received, Pending Receipt and Books Wished.
- Book Donation Receiving Address shows where physical donations are to be sent.
- India Post and Other Logistics Companies links open external courier / pickup websites.
- Donate a Book and Make a Wish for a Book are separate forms; each must be submitted independently.
- My Donated Books and My Wished Books show saved submissions and their current status.
- Community Feedback / Suggestion lets you rate and comment; My Submitted Feedback shows review status.

Receiving address

Room No. 102, First Floor, District Collectorate Office, Mini Secretariat Campus, Near Bhawani Top, Alwar – 301001.

DONOR WORKFLOW

Donate a book and record courier details



Community book donation activity at Vidya Kunj.

Complete the Donate a Book form

Field	How to complete it
Book Title *	Enter the title of the book. This is required.
Subject / Author / Publication	Enter these details when known; they help the library identify the book.
Language / Category	Choose the appropriate options from the lists.
MRP	Enter the book price if available; it must be a non-negative amount.
Select Library *	Choose the library for which you are donating. Required.
Shipment / Tracking / AWB ID	Optional. Enter the courier tracking number after booking shipment (maximum 100 characters).
Shipment Date	Optional. Select the date on which the parcel was booked or handed to the courier.

1. Review the book and library details. If using a courier, arrange pickup / parcel delivery using a service of your choice.
2. Enter the shipment ID and shipment date if available. These fields may be left blank.
3. Select Submit Donation. The donation is registered with Pending receipt status until the library confirms physical receipt.

Do not mark the book as received yourself

The donor submits the donation details. The library staff confirms physical receipt in the staff dashboard. The book is then added to that library inventory.

SHIPPING DONATED BOOKS

Courier and parcel pickup options

Use the highlighted receiving address on the donor dashboard. The dashboard provides an India Post pickup link and a separate page listing other logistics companies in India.

Book donation receiving address

ROOM NO. 102, FIRST FLOOR, DISTRICT COLLECTORATE OFFICE, MINI SECRETARIAT CAMPUS, NEAR BHAWANI TOP, ALWAR-301001.

Other logistics links

Provider	Website
India Post	https://www.indiapost.gov.in/
Amazon Shipping	https://shipping.amazon.in/
Ekart Logistics	https://www.ekartlogistics.com/
XpressBees	https://www.xpressbees.com/
DTDC	https://www.dtdc.com/
Delhivery	https://www.delhivery.com/
Blue Dart	https://www.bluedart.com/
Shiprocket	https://www.shiprocket.in/
Rabbitship	https://www.rabbitship.in/
Shree Maruti	https://shreemaruti.com/
Shadowfax	https://www.shadowfax.in/
Gati	https://www.gati.com/
Professional Couriers	https://www.tpcindia.com/
Shipyaari	https://www.shipyaari.com/
Pickrr	https://www.pickrr.com/

Before booking, verify that the provider accepts an individual book parcel, offers pickup from your PIN code, covers delivery to Alwar, and discloses charges and tracking. Some services primarily serve business or e-commerce sellers. These are external services; Vidya Kunj does not book or guarantee courier pickup.

REQUEST A BOOK FOR A LIBRARY

Make a Wish for a Book



Book wish handling flow used by the current portal.

Submit a book wish

1. In the donor dashboard, go to Make a Wish for a Book.
2. Enter the Book Title. Add Subject, Author, Publication, Language and Category where known.
3. Select the library where you want the book to be available. This field is required.
4. Select Submit Book Wish. The wish is sent to the selected library and appears in My Wished Books.

Understand wish status

- Under Consideration: the library has not yet fulfilled the wish.
- Available: the library has fulfilled the wish; the donor dashboard displays a message that the book is now available in the library and the reader may visit.

Choose the correct library

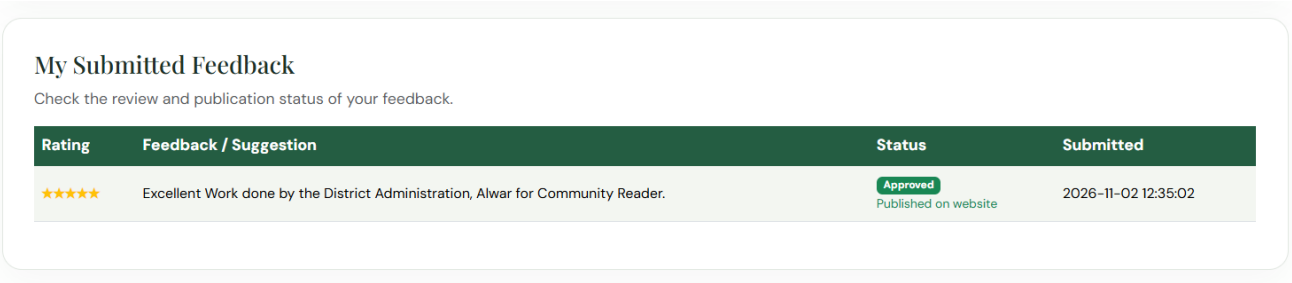
A wish is routed to the selected library. Review the selected library before submitting. Older wishes created before library selection was introduced may show as Not specified / unassigned in the donor history.

SHARE YOUR EXPERIENCE

Community feedback and suggestions

Donors/wishers can submit a star rating and written feedback from the donor dashboard.

1. Select a rating from 1 to 5 stars. The form starts with 5 stars selected; you may change it.
2. Write your feedback or suggestion in the text box (up to 2,000 characters).
3. Select Submit Feedback. A successful submission is listed under My Submitted Feedback.



Actual submitted portal screenshot showing the My Submitted Feedback area. The live record list depends on the donor account.

Feedback status

Status	Meaning
Pending	Submitted and awaiting administration review. It is not yet public.
Approved	Approved by the administration and published on the website.
Rejected	Not approved for publication.

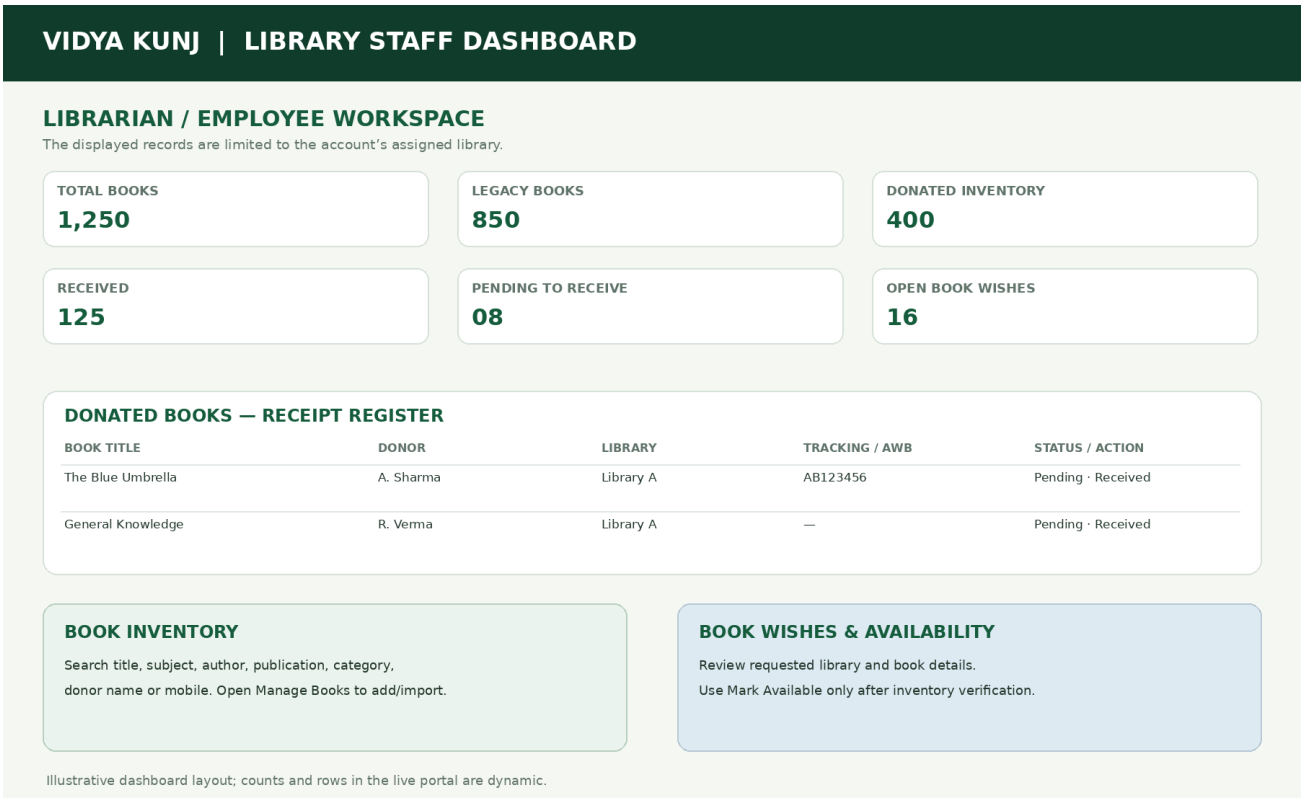
Privacy and publication

The form states that feedback becomes publicly visible only after approval by the administration. Avoid including personal, confidential or sensitive information in public feedback.

FOR AUTHORISED STAFF

Department login and user roles

Librarians, employees and administrators enter through the Dept. Login link on the public homepage. Staff accounts are issued by the portal administrator.



Illustrative staff dashboard layout; live figures and records depend on the signed-in role and library.

Sign in

1. Select Dept. Login on the public homepage.
2. Enter the assigned User ID and Password on the staff login page.
3. Select Login. Confirm that the displayed name and role are correct.

Access by role

Role	Access scope
Admin	District-wide dashboard and all libraries; can manage libraries and staff accounts and review public feedback.
Librarian	Dashboard and work records limited to the library assigned to the account.
Employee	Dashboard and work records limited to the library assigned to the account; functions follow assigned role permissions.

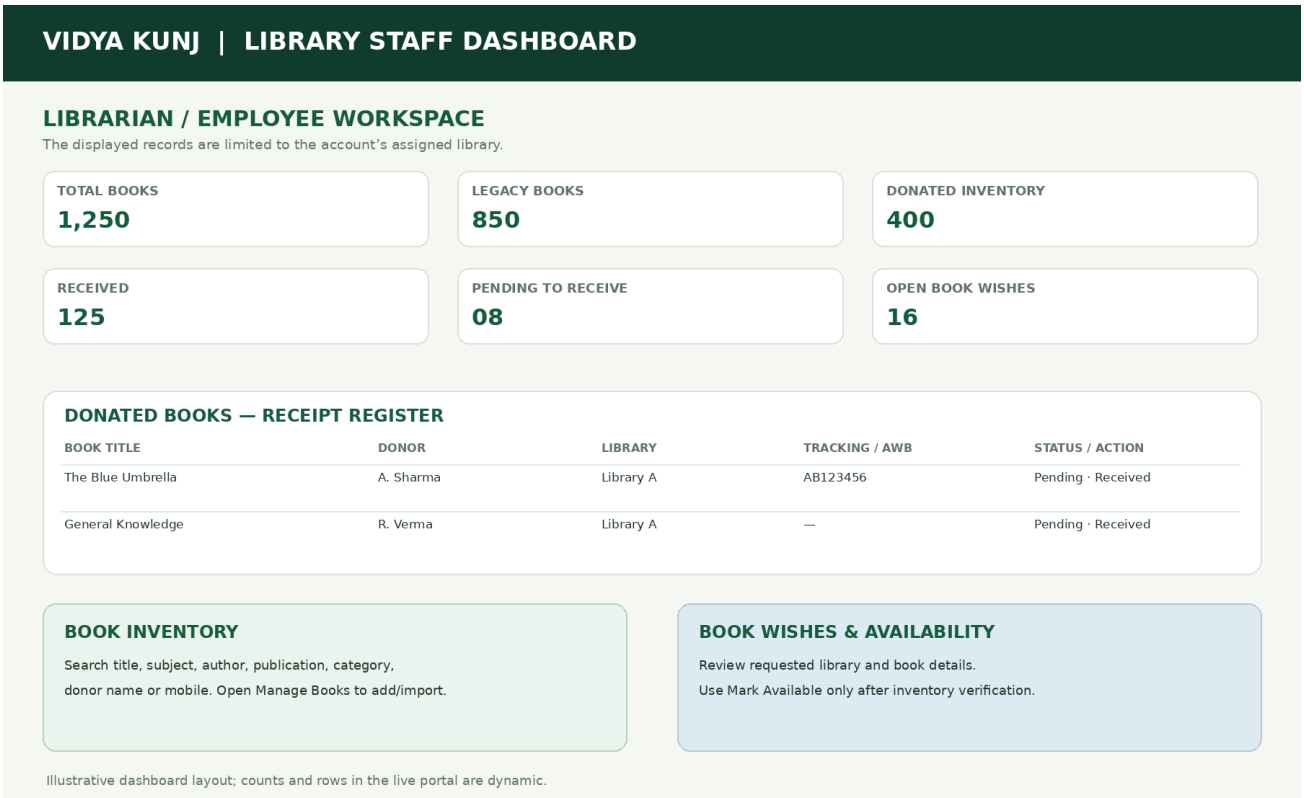
Account security

Do not share your User ID or password. Log out when finished, especially on shared computers. Contact the administrator for account creation or password reset.

LIBRARY OPERATIONS

Staff dashboard and donation receipt

The staff dashboard summarises inventory, donations and wishes. Librarian/employee figures are scoped to their assigned library; admin figures are district-wide.



Illustrative layout guide. Dashboard card counts and tables are populated from live database records.

Confirming a donated book

1. Open Donated Books — Receipt Register and find the pending donation. Check title, donor, category, selected library and any shipment/tracking/AWB ID or date.
2. Confirm that the physical book has actually reached the library. Do not confirm receipt based only on the donor having submitted a form or booked a courier.
3. For a pending record, select the correct library (where the form requires it), add an optional remark, and select Received.
4. The system marks the donation as Received and inserts the book into the Books inventory as a Donated book, using donor details from the donor record.

Important control

Only confirm physical receipt after checking the parcel/book. The Received action changes donation status and creates an inventory entry.

LIBRARIAN / EMPLOYEE / ADMIN

Manage book inventory and CSV import

Add or maintain a book

Open Manage Books. The form supports book records for the selected library. Typical fields include:

Field	Purpose
Book Title	Required catalogue title.
Subject / Author / Publication	Bibliographic details that help readers and staff locate and verify the book.
Language / Category	Choose a language and portal category.
MRP	Book value, where known.
Library	Select the library that holds the book; staff access is restricted to assigned library.
Source	Legacy or Donated. Use the correct source category.
Donor Name / Donor Mobile	Optional source information where applicable.

Search and CSV import

- Use the inventory search box to search title, subject, author, publication, category, donor name or mobile number.
- Use Export Books CSV to download inventory data where available.
- For bulk import, use Import Books CSV and the supplied template. Save the file as UTF-8 CSV.

Required CSV header row:

CSV header (must match exactly)

book_title,subject,author_name,publication,language,book_category,mrp,library_id,
source_type,donor_name,donor_mobile
(Shown on two lines for display; enter it as one comma-separated header row in the CSV file.)

Allowed language values in the starter project are Hindi, English and Other; allowed source values are Legacy and Donated. Ensure every library_id is correct before import. Librarian/employee imports are restricted to their assigned library.

LIBRARIAN / EMPLOYEE / ADMIN

Book wishes and availability workflow

The Book Wishes & Availability section lists readers' requests. Each wish is routed to the library selected by the donor. Librarian and employee accounts see wishes assigned to their own library.

Before marking a wish available

1. Read the requested title and available book details (subject, author, publication, language and category).
2. Check the selected library's Book Inventory. Do not mark the wish available unless the correct book is actually in that library inventory.
3. If the title matches exactly after normalisation, the portal can use the matching inventory entry.
4. If the title may contain a spelling mistake, the portal can display possible similar titles. Compare title and bibliographic details carefully, then explicitly confirm the matching inventory book. Similarity suggestions do not fulfil a wish automatically.
5. If no suitable match exists, the portal displays a Hindi/English instruction to add the wished book to Book Inventory first. Add the correct inventory record, then retry Mark Available.



Verification sequence: confirm the correct library and book before closing a wish.

Role boundary

The librarian/employee cannot fulfil a wish assigned to another library. Admin access is district-wide. Select the appropriate wish and inventory record; do not choose a similar title unless it is the same book.

ADMIN-ONLY CONTROLS

Administrator functions

The administrator manages the district-wide library setup and user access. The following controls are available to the admin role in the current portal build.

Menu / control	How it is used
Manage Libraries	Add or maintain a library. The form includes library name, block, address and optional latitude/longitude; the active library list is available for selection.
Manage Staff Users	Create Librarian or Employee accounts with User ID, full name, role, assigned library and temporary password. The admin can reset non-admin staff passwords.
Community Feedback Review	Review Pending feedback and choose Publish, Reject or Unpublish as appropriate. Only approved feedback appears publicly.
Homepage Photos & News	Manage homepage media/news content displayed to public visitors.
CSV Exports	Export Books, Donations and Wishes CSV from the dashboard for analysis/reporting.
Dashboard overview	Review district-wide inventory, donation, wish and feedback summary cards.

Recommended administrator sequence

1. Create and activate library records first.
2. Create each librarian/employee account and assign the correct library.
3. Share temporary credentials securely and instruct the user to keep them private.
4. Review feedback, wishes and reports periodically; use exports as needed.

Least-privilege practice

Assign each staff account only the library and role required for the user's work. Review access when staff responsibilities change.

REFERENCE

Troubleshooting, security and contact

Issue	What to check / do
Donor cannot continue	Check name, 10-digit mobile number, matching confirmation and current Numeric CAPTCHA. The portal does not send an OTP in the current build.
Mobile is already paired with another name	Do not create another identity. Contact the portal administrator to verify the donor record.
Donation shows Pending	Pending means the library has not confirmed physical receipt. Contact the selected library if delivery is complete.
Shipment details are blank	Tracking/AWB ID and shipment date are optional. Enter the ID after booking and date if known.
Wish is not visible to librarian	Check that the donor selected the correct library. Wishes created before library selection may be unassigned and visible only to admin.
Similar title candidates appear	Compare author, subject and publication; confirm only if it is the same book. Otherwise add the correct title to inventory.
Staff cannot see another library's records	This is expected for librarian/employee roles. Ask admin if library assignment is incorrect.
External courier cannot pick up	Check service availability, pickup PIN code, parcel eligibility, account requirements and charges directly with provider.

Safe use

- Keep login credentials private and log out from shared devices.
- Enter accurate book titles, author details and library selections.
- Do not enter confidential personal information in community feedback, as approved feedback may be published.
- Confirm external courier terms yourself; the courier companies are not operated by Vidya Kunj.

Contact and office

Contact	Details
Email	dm-alw-rj@nic.in
Helpline	0144-2337565
Office	Mini Secretariat, Bhawani Top Circle, Malviya Nagar, Alwar, Rajasthan – 301001
Working hours	Monday–Friday, 9:00 AM–6:00 PM (as listed in the portal)

Portal: https://atulyaalwar.in/VIDYA_KUNJ_PARK_LIB/