Prolib Integro

LIBRARY CATALOG GUIDE

WYŻSZA SZKOŁA GOSPODARKI

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The presentation has been divided into chapters to improve navigation between slides.

The page numbers are built with hyperlinks, so you can quickly jump to the section of interest.

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Link to Our library website

biblioteka.byd.pl

You can enter the library catalog directly from our website.

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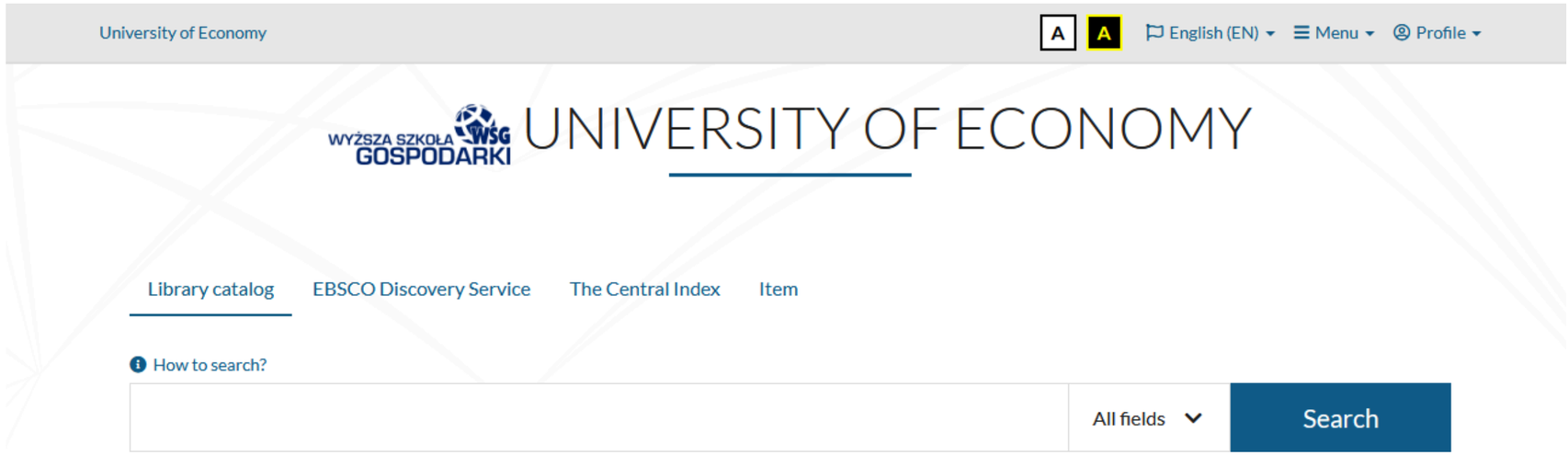
Link to Our library catalog

integro.byd.pl



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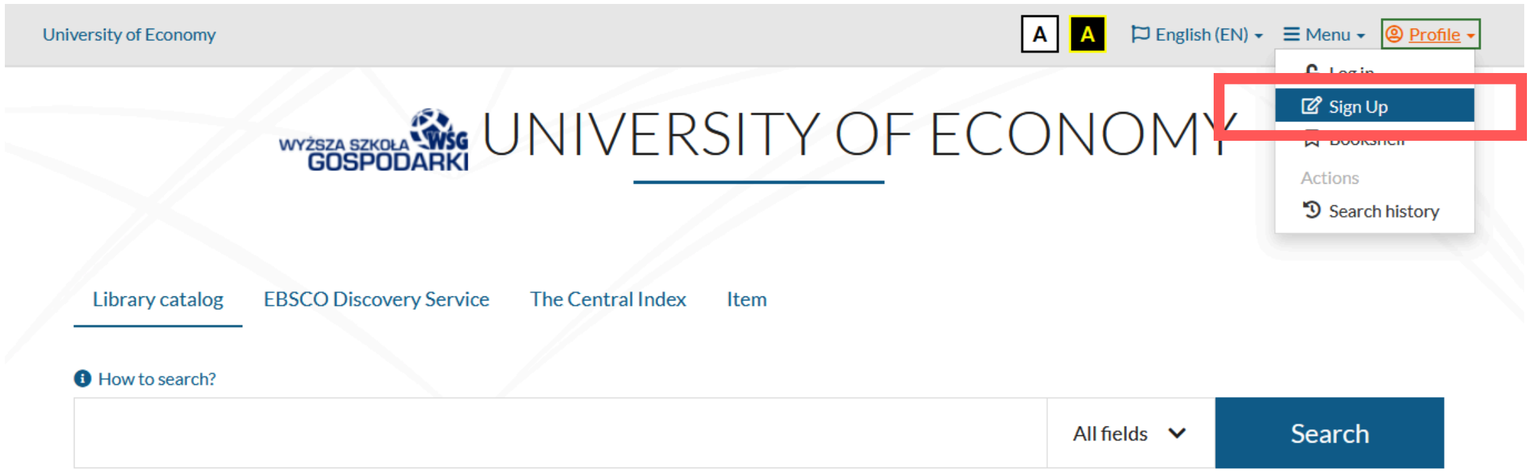
How to register in the library catalog

- You can search in the library catalog without logging in
- If you want to borrow a book, you must log in
- If you do not have an account, register online or in one of the WSG Libraries

integro.byd.pl/registration

From the library catalog home page, to register, expand the „Profile" option and then click „Sign Up”.



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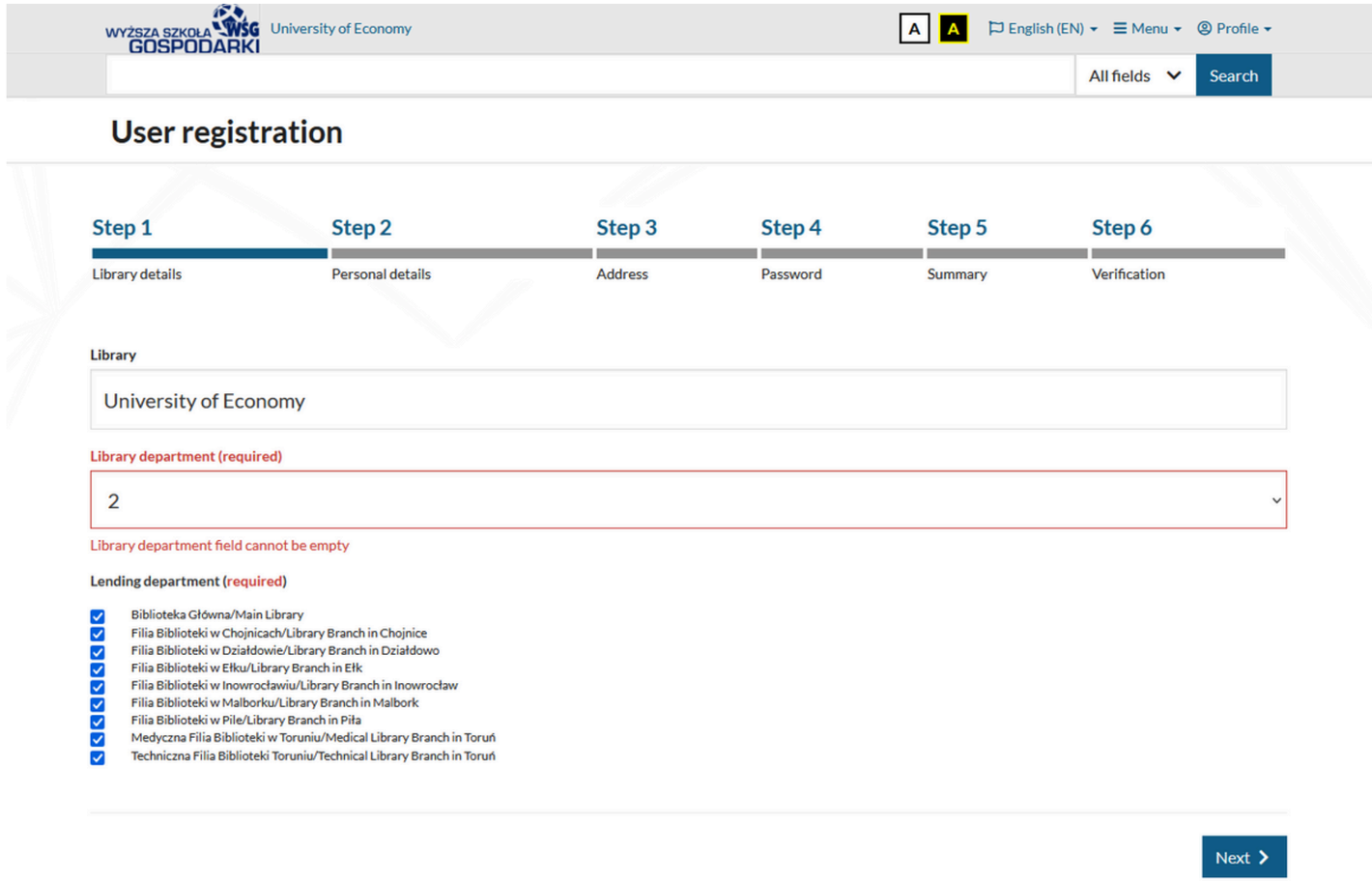
How to register in the library catalog

- Fill out the form
- Contact the Library within 14 days to activate your account - you can write an email or call

integro.byd.pl/registration

In step 6, your library card number will be displayed. Be sure to write it down! This number will be used to log in to the library catalog.



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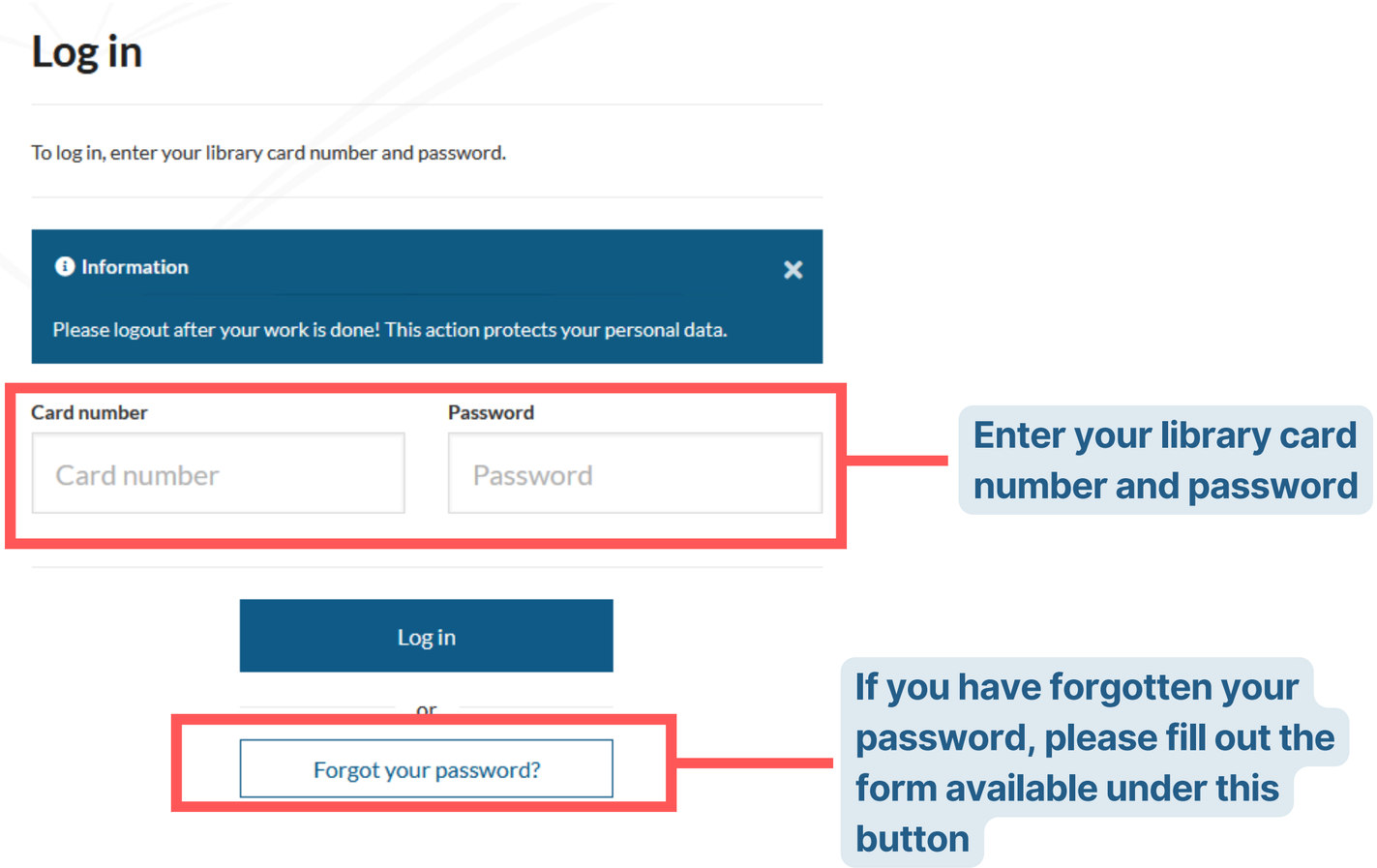
Logging in

Logging in requires entering your library card number and password.
If you have forgotten your card number, please contact the Library in person, by phone or email.

integro.byd.pl/login



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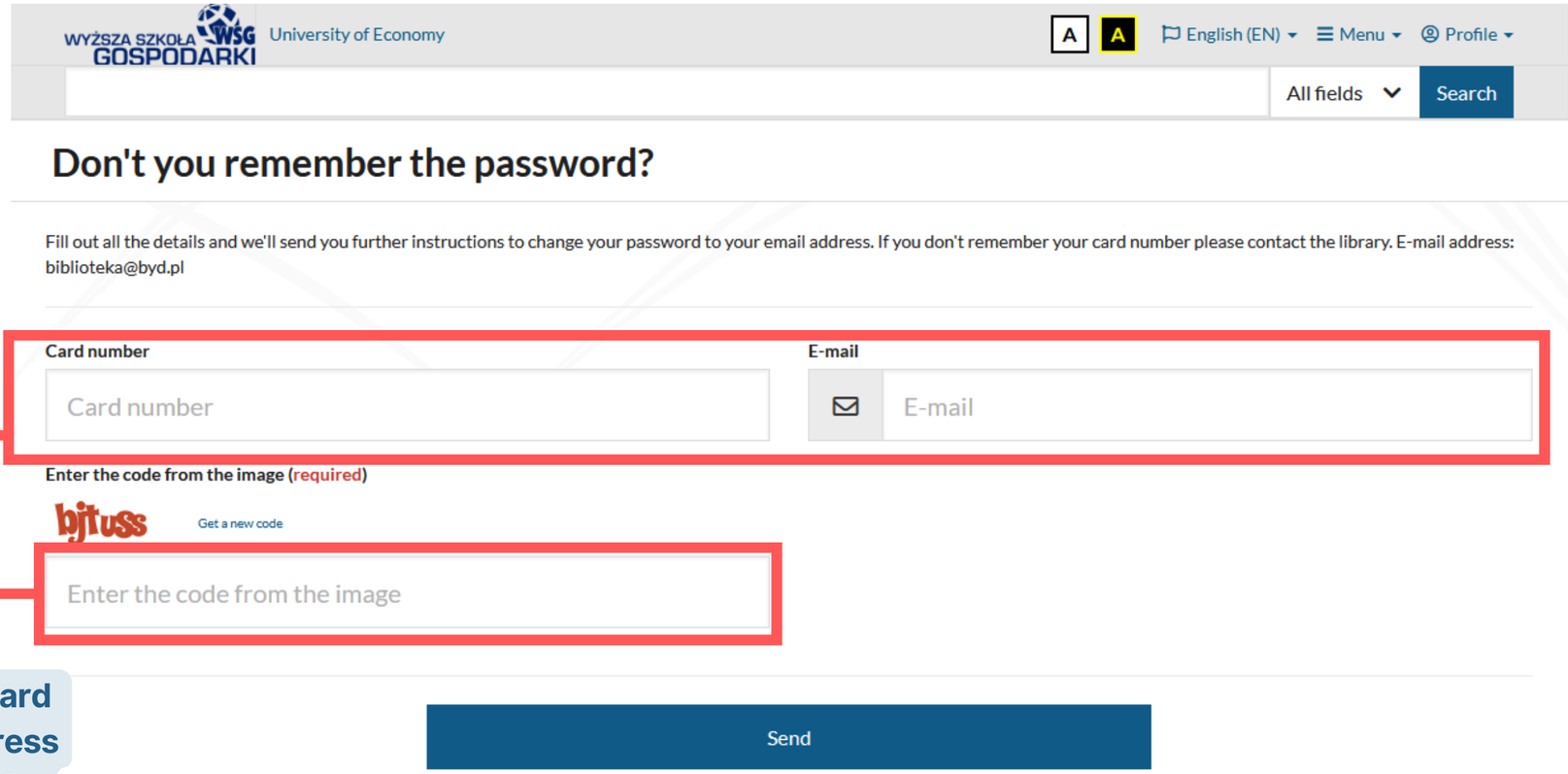
Password reset

- If you have forgotten your password, you can reset it via our website or come to the library in person
- You will receive a link to reset your password at the email address you provided when registering

integro.byd.pl/reminderpassword

If you have forgotten your card number, please contact the Library in person, by phone or email.



Enter your library card number, email address and the code from the image (CAPTCHA)

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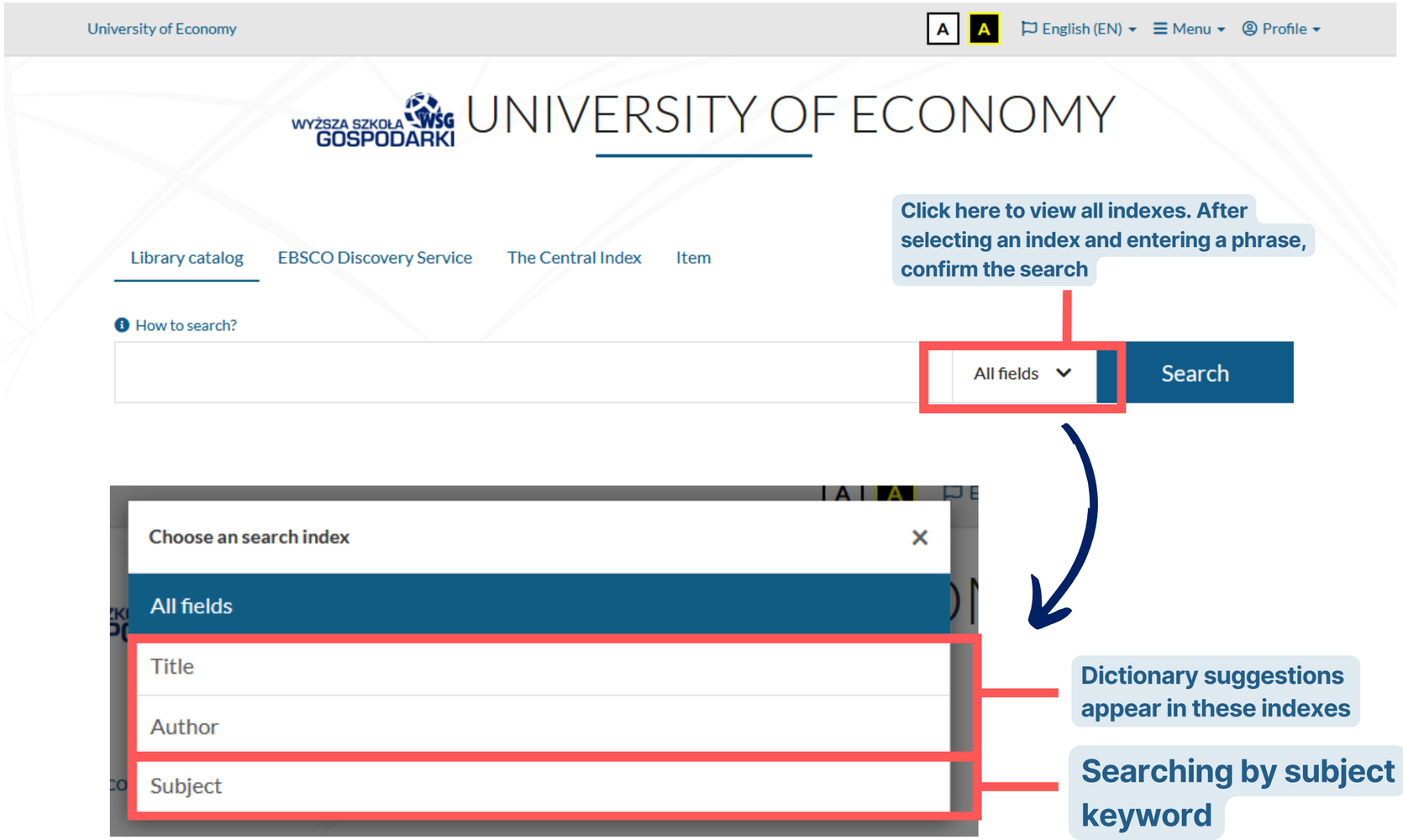
Searching

The Integro search engine allows you to search for books in different ways, depending on what information you have.

Searching by index



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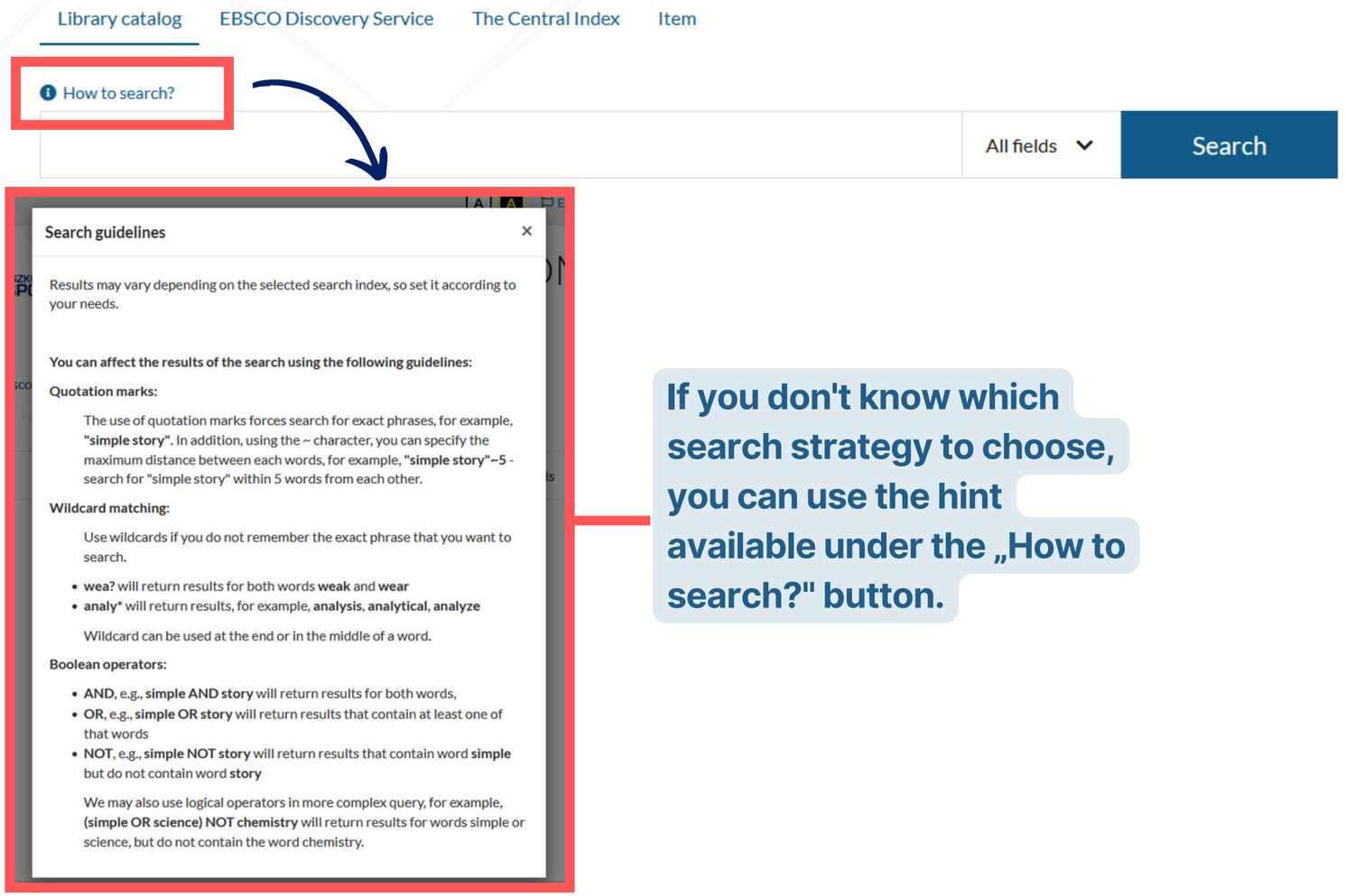
Searching

The Integro search engine allows you to search for books in different ways, depending on what information you have.

Search help



If you don't know which search strategy to choose, you can use the hint available under the „How to search?" button.

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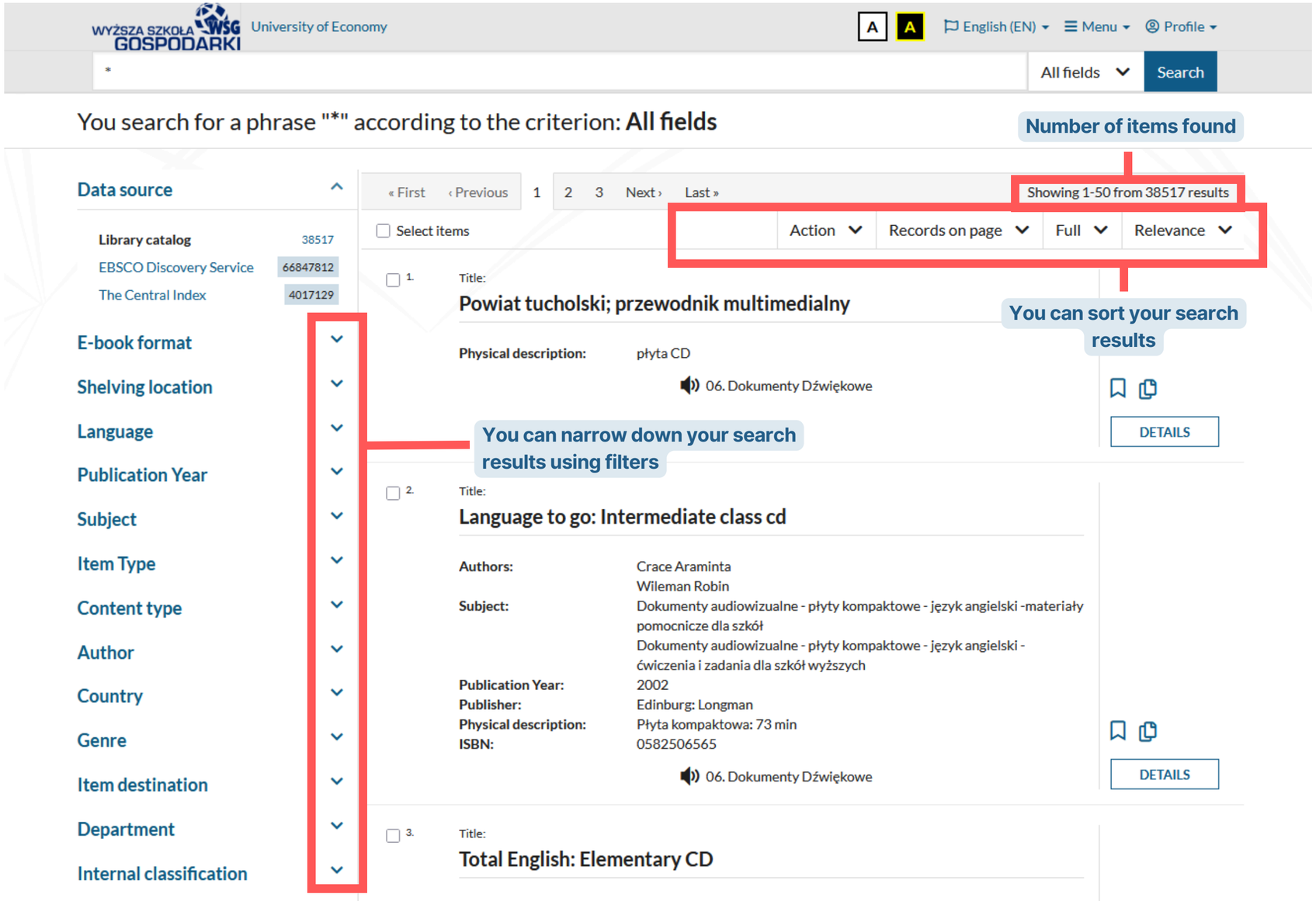
Searching

The Integro search engine includes many options to aid your search process.



Searching

The Integro search engine includes many options to aid your search process.

The most useful filters that can help you narrow down your search results

- E-book format - all the books in PDF format that we have will be displayed (detailed instructions on how to borrow an e-book are provided later in the Instructions)
- Shelving location – location of the document; there are more items here that you can order from the Main Library to the branch
- Language
- Publication Year
- Author
- Departament - in which branch document is located

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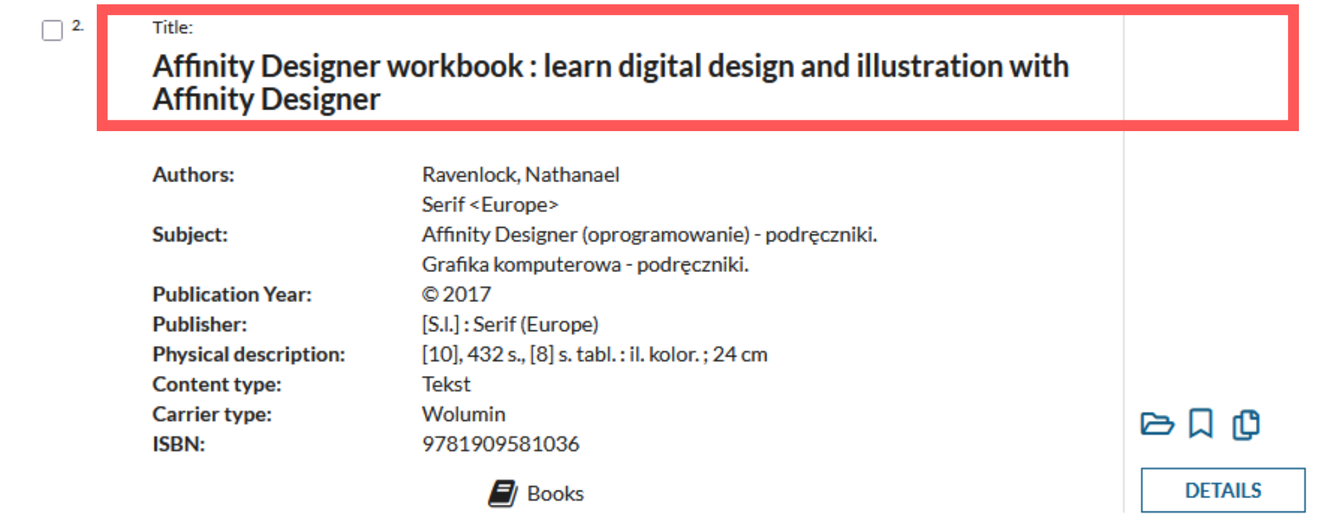
Ordering a book

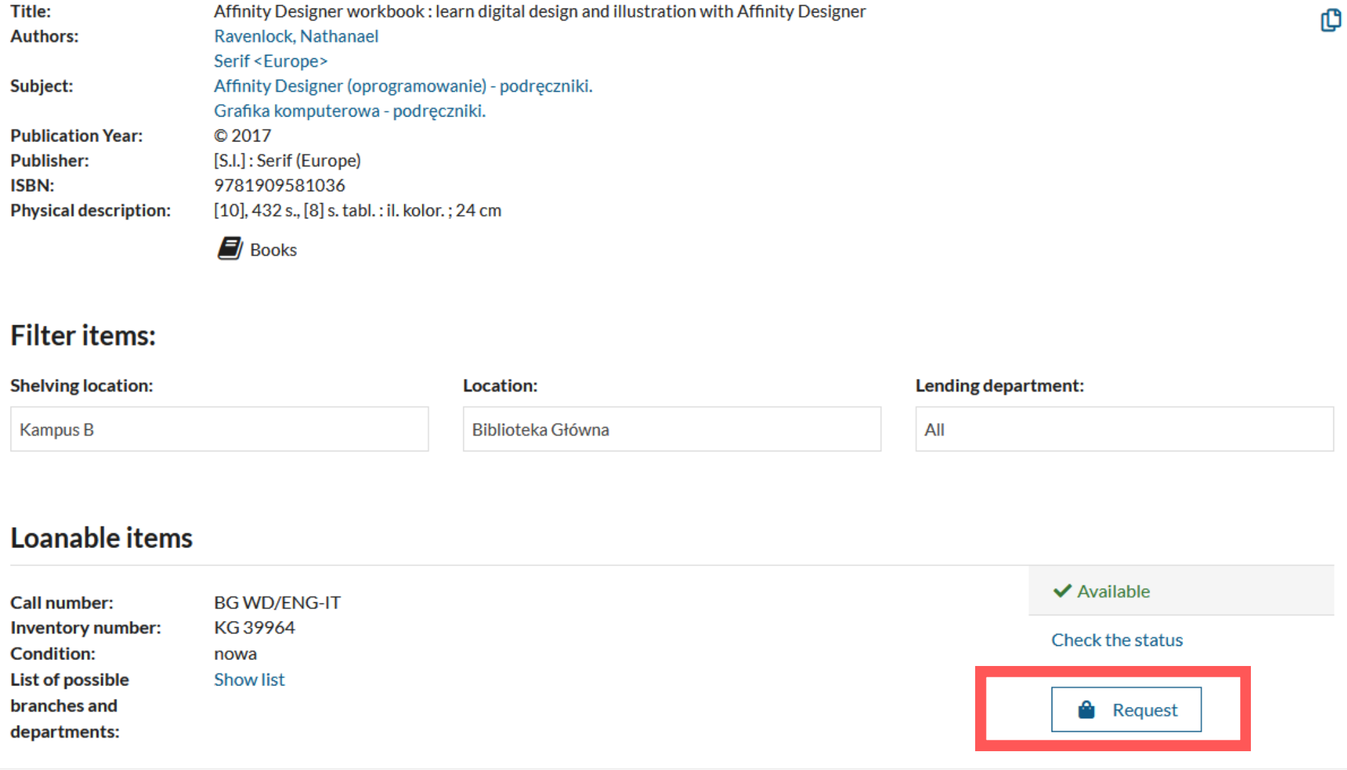
Step 1.

After searching for a specific book, click on its title - you will be redirected to the details of a selected item.

Step 2.

In the description details, after scrolling down the page, you will find the „Request" button - if the document is available. If you want to order this item, click the button.





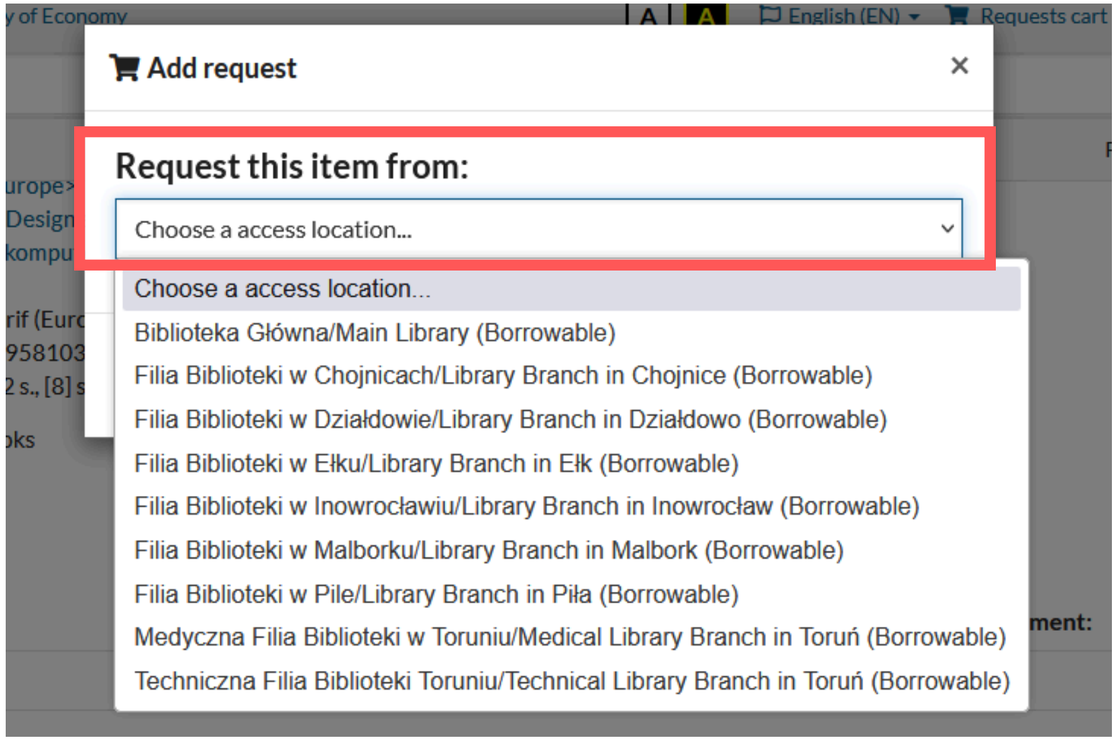
Ordering a book

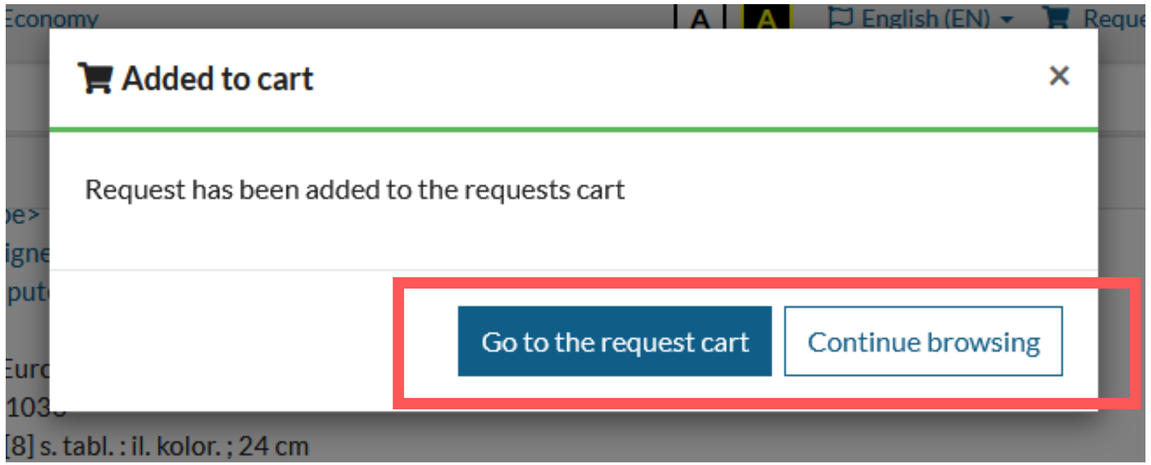
Step 3.

Select the library where the book should be delivered.

Step 4.

After pressing the „Confirm" button, a message will appear that the book has been added to the order cart - if that's all, click „Go to request cart", if you're looking for something else, click „Continue browsing".



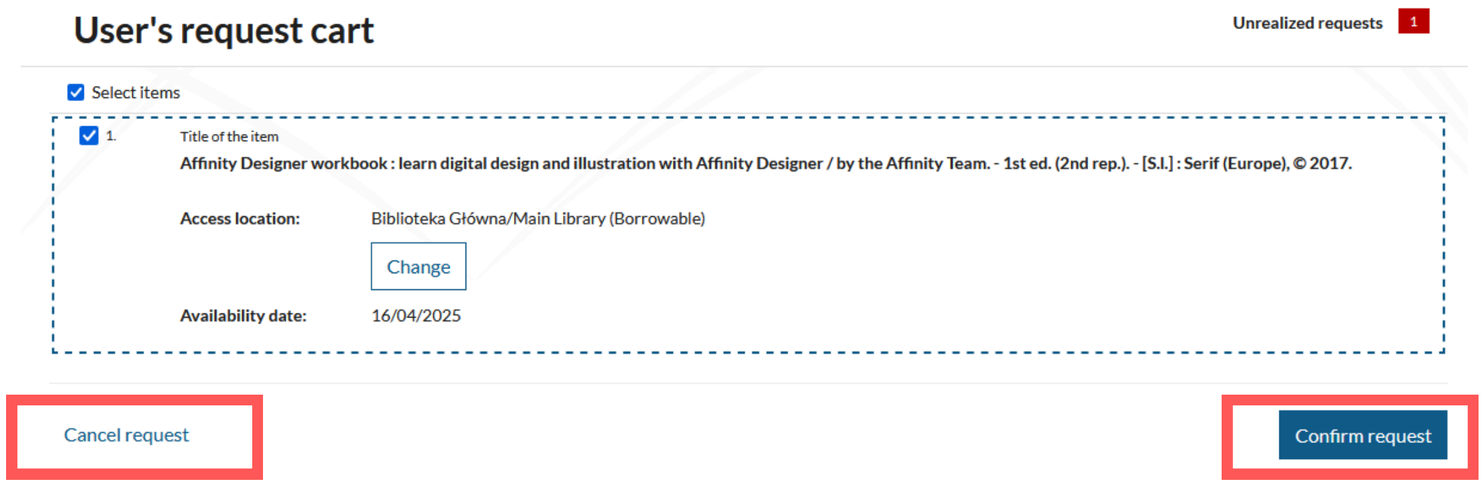


Ordering a book

Step 5.

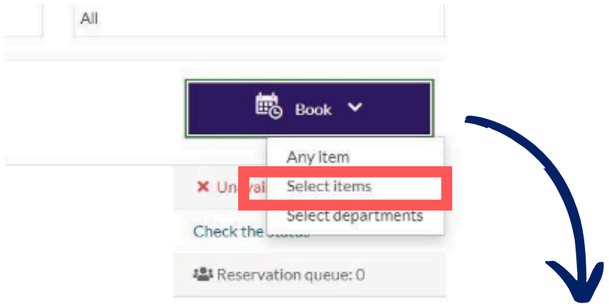
To place an order, click „Confirm request". If you want to remove an item from your cart, select it and click „Cancel request".

You can also change your order's delivery location at this stage.

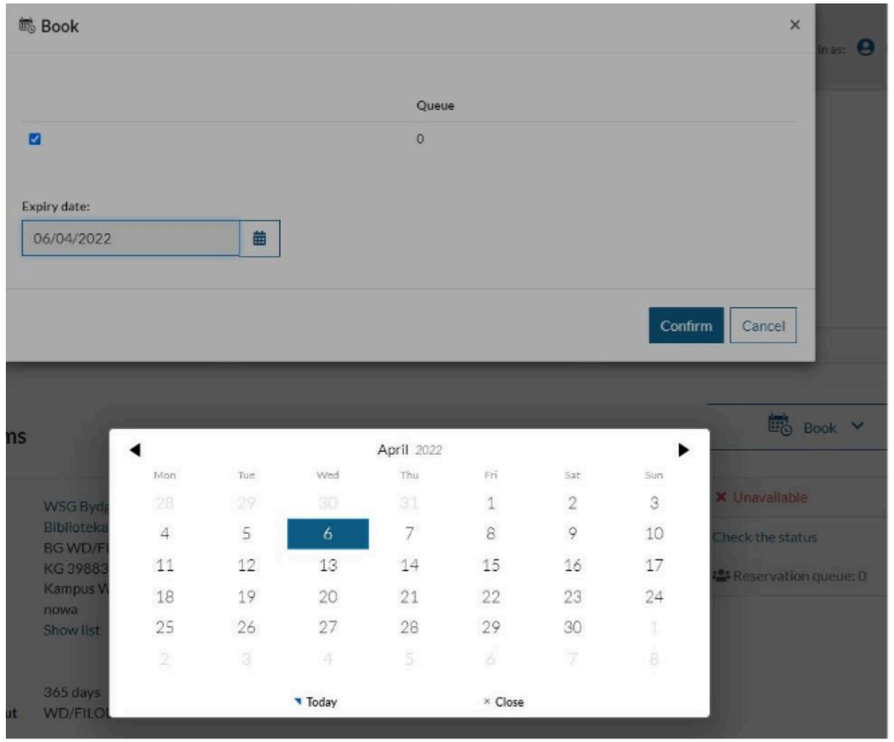


- Books ordered from the exact branch that is an access location should be ready within an hour (during library opening hours). Books that need to be transferred between branches take a few days (depending on the shipping method; the Library Employee will keep the User informed).
- You have 7 days to pick up your requested books, otherwise the order will be canceled.

Book reservation



A book that interests us but is currently borrowed by another user – can be reserved. In such a case, the item details will state „Unavailable” and the only active button to use will be „Book”.



Step 1.

After clicking the book button and selecting the „Select items" option, you must specify the validity period of the reservation.

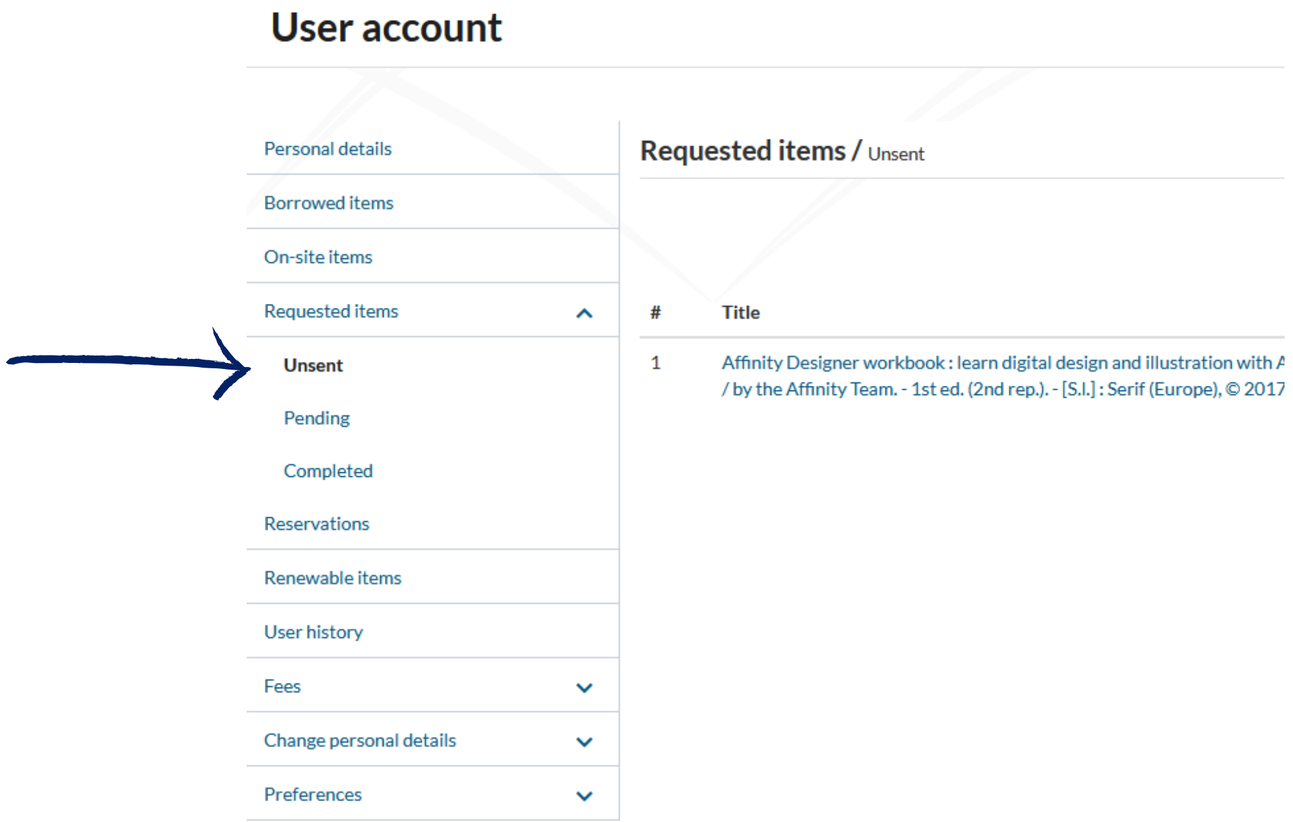
Step 2.

We click confirm and that's it. After the reservation has been made correctly, a confirmation will be displayed.

Book reservation

You will receive an email notification when the book is available. It will be automatically moved from the „Reservations” tab to „Requested items".

When the book is placed in the „Unsent" tab, you must specify the delivery location and send the order. The order should be sent within two days of receiving the email. After this time, the system automatically cancels the reservation.



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Prolongation

You can extend the return date for borrowed items online twice a month if no one has previously reserved it.

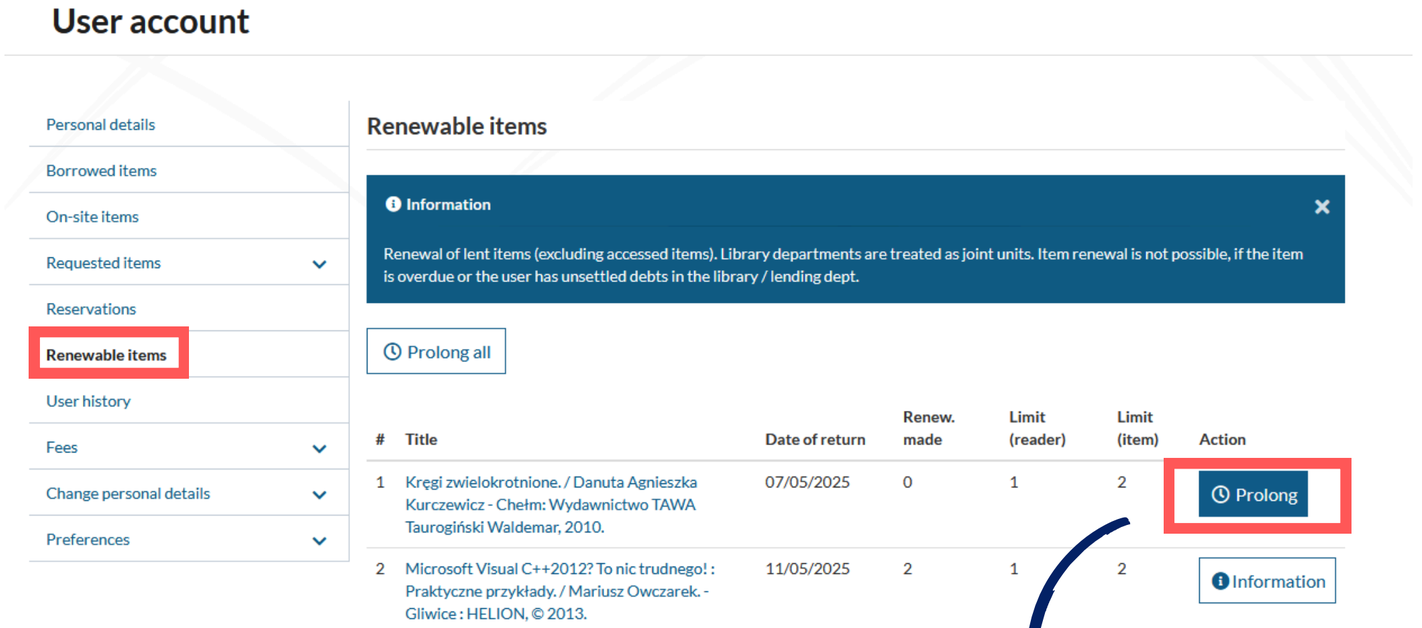
- **The condition for extending the return date for borrowed items is that the return date has not been exceeded.**
- **You can extend the return date no earlier than 7 days before the return deadline and no later than the last day of the return deadline.**

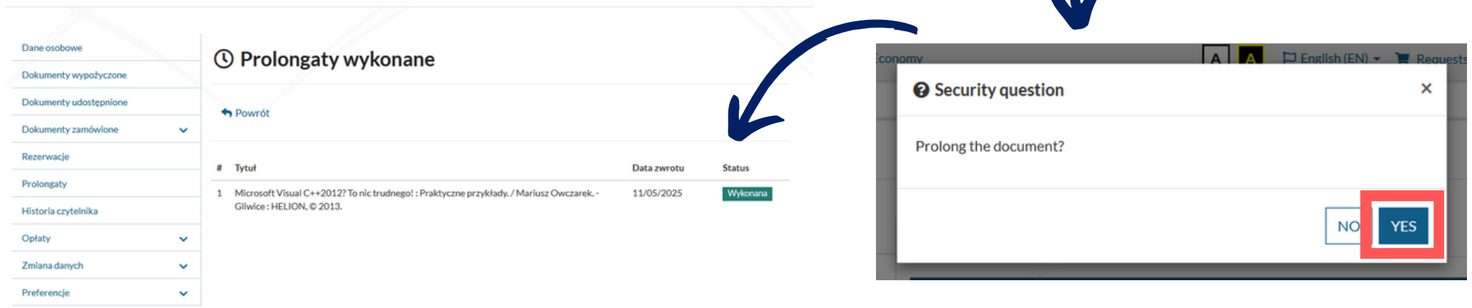
Step 1.

After logging in, go to your account details. Then go to the „Renewable items" tab.

Step 2.

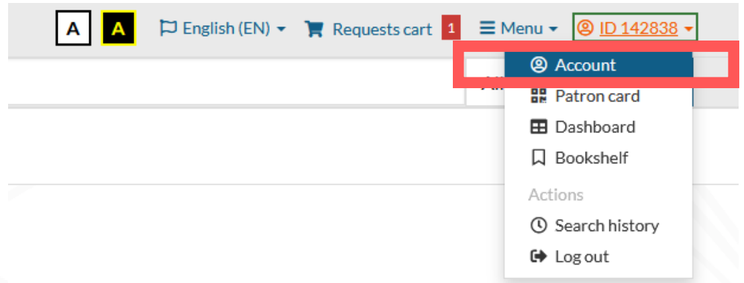
Prolong all titles for which this option is available.

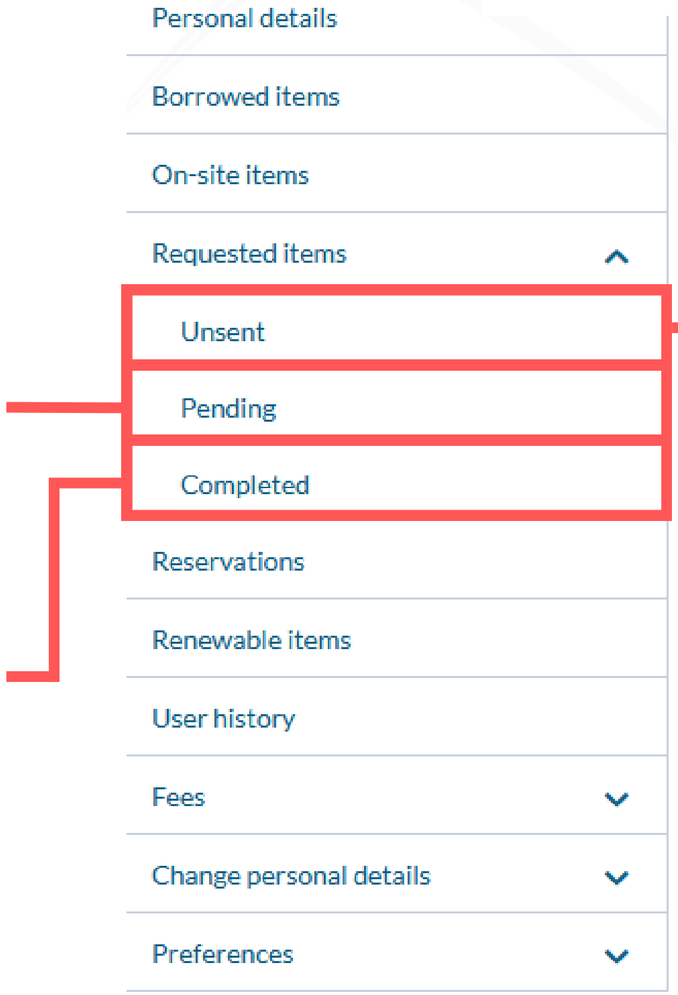




User account

In the „Requested items" tab you will find information about the documents you have ordered.





This is where you can find your ordered documents that its preparation has started

Books that are waiting to be picked up at Main Lending Desk.
You have 7 days from placing your order to collect them

You can place the order by selecting the library where the book should be delivered

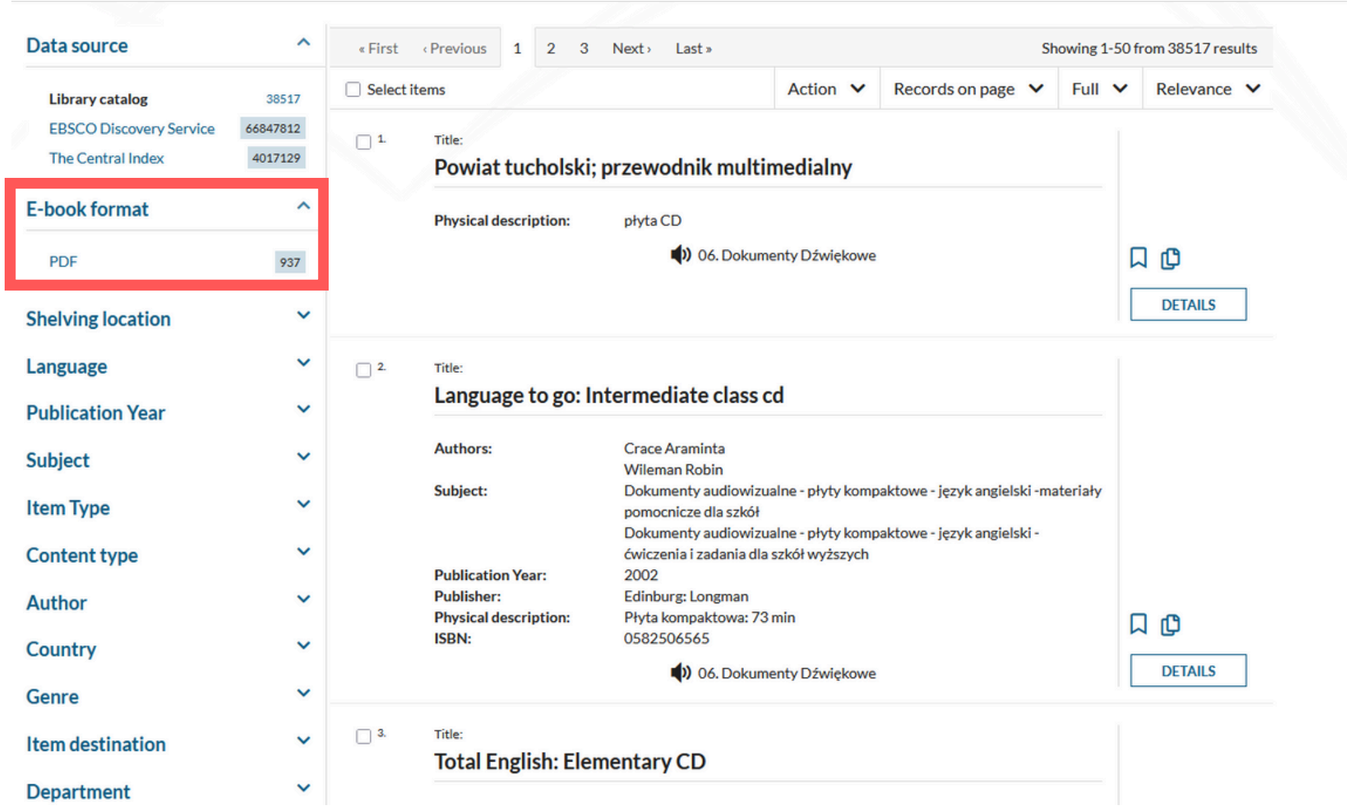
You can cancel the order

You have 2 days to place your order, after that time it will be canceled

E-book rental

The library has an e-book lending service that provides online access to electronic books without time or space restrictions.

Searching and filtering work the same way as for paper versions. When filtering, however, you need to remember to select the last parameter – e-book format.



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E-book rental

After selecting a book, the description details look almost identical, with one difference – instead of the „Request" button, we have a „Rent on-line" button.

- **The document in the reader's account is available for 4 weeks, after which the return will be made automatically - the e-book return date cannot be extended.**

Step 1.

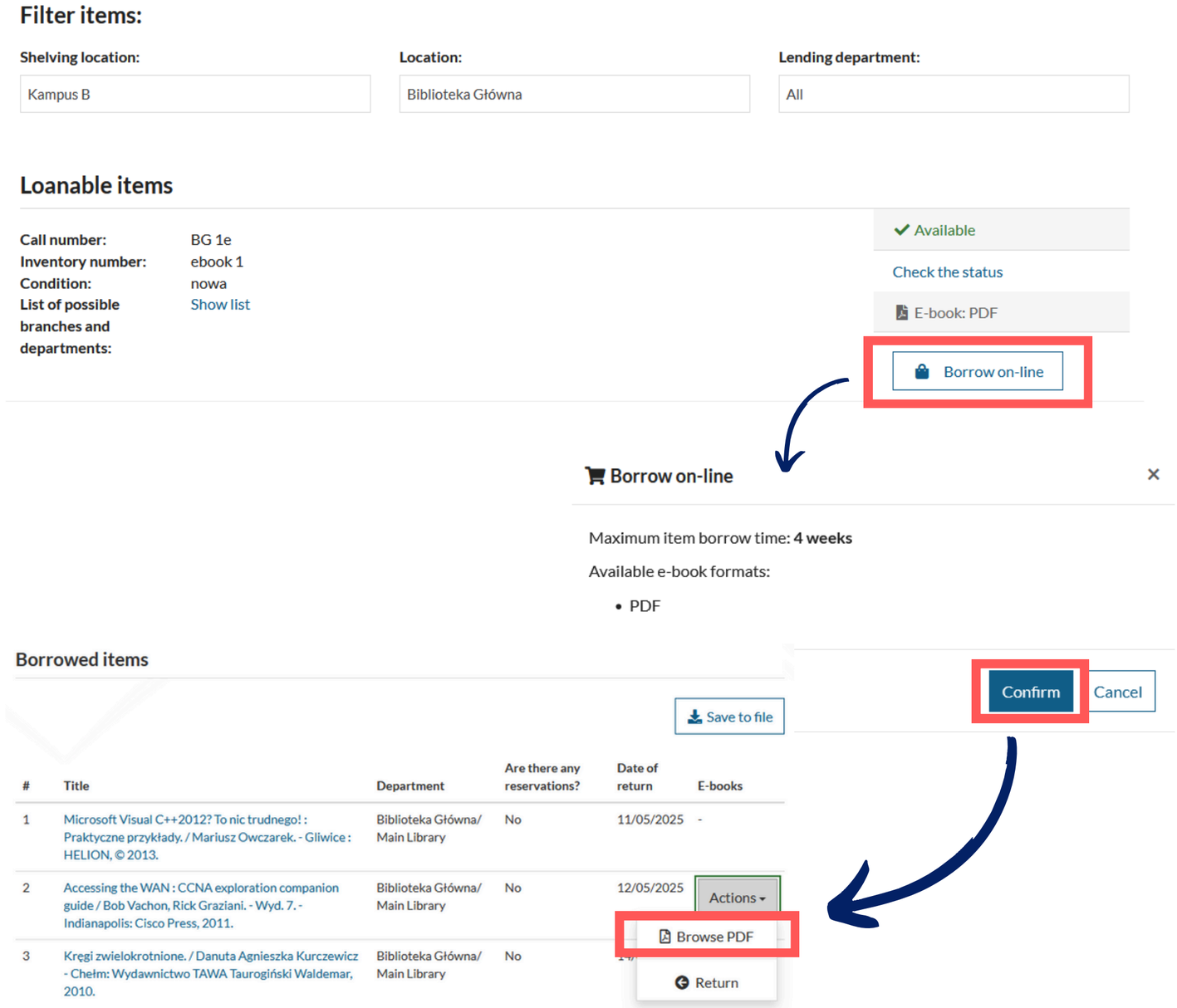
Click the „Borrow on-line button"

Step 2.

Click „Confirm" button.

Step 3.

The borrowed book can be found in the „Borrowed items" tab. Click the „Actions" button and select "Browse PDF".



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