



# Prolib Integro

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**LIBRARY CATALOG GUIDE**

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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](http://biblioteka.byd.pl)

You can enter the library catalog  
directly from our website.



Link to Our  
library catalog  
[integro.byd.pl](https://integro.byd.pl)

University of Economy

WYŻSZA SZKOŁA  
GOSPODARKI

UNIVERSITY OF ECONOMY

Library catalog EBSCO Discovery Service The Central Index Item

How to search?

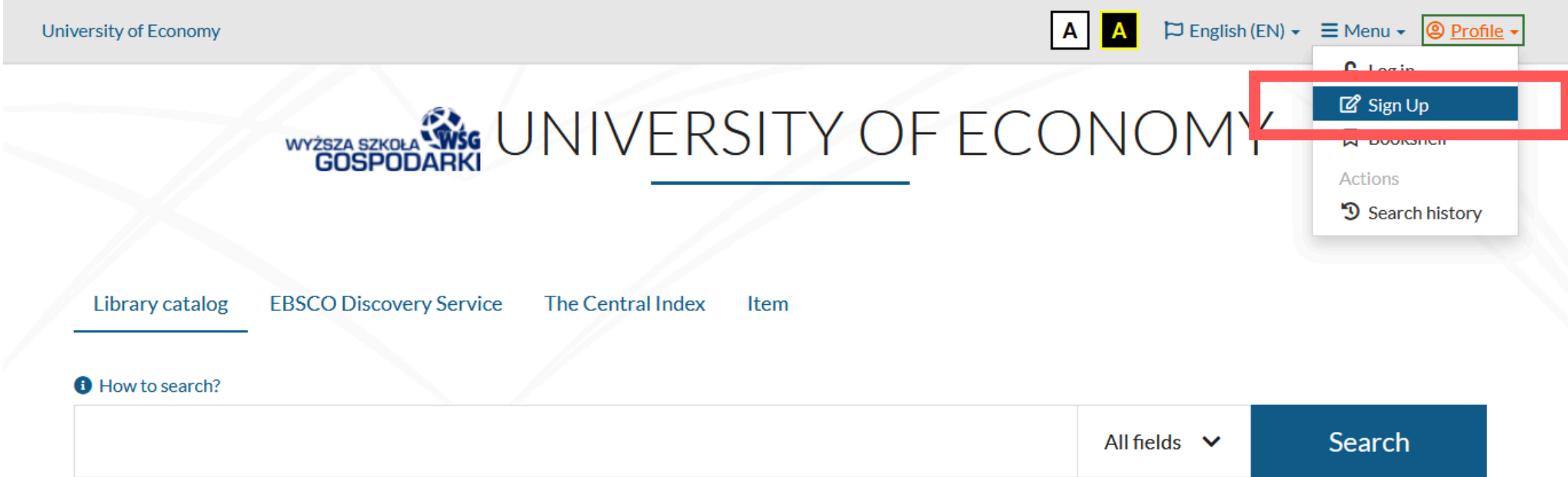
All fields Search

# 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](https://integro.byd.pl/registration)

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



The screenshot shows the homepage of the University of Economy library catalog. The header includes the university's name and logo, along with navigation links for 'Library catalog', 'EBSCO Discovery Service', 'The Central Index', and 'Item'. A search bar is located at the bottom of the page. The 'Profile' dropdown menu is expanded, showing options for 'Login', 'Sign Up', 'Bookshelf', 'Actions', and 'Search history'. The 'Sign Up' option is highlighted with a red box.

# 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](https://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.

WYŻSZA SZKOŁA  
GOSPODARKI

University of Economy

A

A

English (EN)

Menu

Profile

All fields

Search

### User registration

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Library details

Personal details

Address

Password

Summary

Verification

Library

University of Economy

Library department (required)

2

Library department field cannot be empty

Lending department (required)

☒

 Biblioteka Główna/Main Library

☒

 Filia Biblioteki w Chojnicach/Library Branch in Chojnice☒☒☒☒☒☒☒

Next &gt;

# 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](https://integro.byd.pl/login)

## Log in

To log in, enter your library card number and password.

### Information

Please logout after your work is done! This action protects your personal data.

Card number

Card number

Password

Password

Enter your library card number and password

Log in

or

Forgot your password?

If you have forgotten your password, please fill out the form available under this button

# 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/remindpassword](https://integro.byd.pl/remindpassword)

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

WYŻSZA SZKOŁA  
GOSPODARKI

University of Economy

A

A

English (EN) ▾

Menu ▾

Profile ▾

All fields ▾

Search

## Don't you remember the password?

Fill out all the details and we'll send you further instructions to change your password to your email address. If you don't remember your card number please contact the library. E-mail address: biblioteka@byd.pl

Card number

E-mail



Enter the code from the image (required)

Get a new code

Send

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

# Searching

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

## Searching by index

The screenshot shows the 'University of Economy' library search page. At the top, there's a navigation bar with 'University of Economy', language options (English (EN)), a menu, and a profile link. Below this is the university's logo and name. A horizontal menu contains 'Library catalog', 'EBSCO Discovery Service', 'The Central Index', and 'Item'. A 'How to search?' link is also present. The main search area features a large input field, a dropdown menu currently set to 'All fields', and a 'Search' button. A red box highlights the 'All fields' dropdown, with a callout box stating: 'Click here to view all indexes. After selecting an index and entering a phrase, confirm the search'. Below the main search area, a modal window titled 'Choose an search index' is open, showing a list of search indices: 'All fields', 'Title', 'Author', and 'Subject'. A red box highlights the 'Title', 'Author', and 'Subject' options. A blue arrow points from the 'All fields' dropdown in the main search area to this modal. Two callout boxes on the right point to the 'Title', 'Author', and 'Subject' options, stating: 'Dictionary suggestions appear in these indexes' and 'Searching by subject keyword'.

University of Economy

English (EN) Menu Profile

WYŻSZA SZKOŁA GOSPODARKI UNIVERSITY OF ECONOMY

Library catalog EBSCO Discovery Service The Central Index Item

How to search?

All fields Search

Click here to view all indexes. After selecting an index and entering a phrase, confirm the search

Choose an search index

All fields

Title

Author

Subject

Dictionary suggestions appear in these indexes

Searching by subject keyword

# Searching

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

## Search help

The screenshot shows the Integro search engine interface. At the top, there are navigation links: "Library catalog", "EBSCO Discovery Service", "The Central Index", and "Item". Below these links is a search bar with a red box highlighting the "How to search?" button. A blue arrow points from this button to a pop-up window titled "Search guidelines". The pop-up window contains the following text:

**Search guidelines**

Results may vary depending on the selected search index, so set it according to your needs.

You can affect the results of the search using the following guidelines:

**Quotation marks:**

The use of quotation marks forces search for exact phrases, for example, "simple story". In addition, using the ~ character, you can specify the maximum distance between each words, for example, "simple story"~5 - search for "simple story" within 5 words from each other.

**Wildcard matching:**

Use wildcards if you do not remember the exact phrase that you want to search.

- **wea?** will return results for both words **weak** and **wear**
- **analy\*** will return results, for example, **analysis**, **analytical**, **analyze**

Wildcard can be used at the end or in the middle of a word.

**Boolean operators:**

- **AND**, e.g., **simple AND story** will return results for both words,
- **OR**, e.g., **simple OR story** will return results that contain at least one of that words
- **NOT**, e.g., **simple NOT story** will return results that contain word **simple** but do not contain word **story**

We may also use logical operators in more complex query, for example, **(simple OR science) NOT chemistry** will return results for words simple or science, but do not contain the word chemistry.

On the right side of the screenshot, there is a blue callout box with the text: "If you don't know which search strategy to choose, you can use the hint available under the „How to search?" button."

# Searching

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

WYŻSZA SZKOŁA GOSPODARKI University of Economy

English (EN) Menu Profile

All fields Search

You search for a phrase "\*" according to the criterion: All fields

Number of items found

Showing 1-50 from 38517 results

Data source

Library catalog 38517  
EBSCO Discovery Service 66847812  
The Central Index 4017129

E-book format  
Shelving location  
Language  
Publication Year  
Subject  
Item Type  
Content type  
Author  
Country  
Genre  
Item destination  
Department  
Internal classification

« First < Previous 1 2 3 Next > Last »

Select items

Action Records on page Full Relevance

1. Title: Powiat tucholski; przewodnik multimedialny

Physical description: płyta CD

06. Dokumenty Dźwiękowe

DETAILS

2. Title: Language to go: Intermediate class cd

Authors: Crace Araminta  
Wileman Robin

Subject: Dokumenty audiowizualne - płyty kompaktowe - język angielski - materiały pomocnicze dla szkół  
Dokumenty audiowizualne - płyty kompaktowe - język angielski - ćwiczenia i zadania dla szkół wyższych

Publication Year: 2002  
Publisher: Edinburg: Longman

Physical description: Płyta kompaktowa: 73 min  
ISBN: 0582506565

06. Dokumenty Dźwiękowe

DETAILS

3. Title: Total English: Elementary CD

You can narrow down your search results using filters

You can sort your search results

# Searching

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

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

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- **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**

# 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.

2.

Title:

**Affinity Designer workbook : learn digital design and illustration with Affinity Designer**

Authors:

Ravenlock, Nathanael

Serif <Europe>

Subject:

Affinity Designer (oprogramowanie) - podręczniki.

Grafika komputerowa - podręczniki.

Publication Year:

© 2017

Publisher:

[S.I.] : Serif (Europe)

Physical description:

[10], 432 s., [8] s. tabl. : il. kolor. ; 24 cm

Content type:

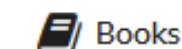
Tekst

Carrier type:

Wolumin

ISBN:

9781909581036



DETAILS

Title:

Affinity Designer workbook : learn digital design and illustration with Affinity Designer

Authors:

Ravenlock, Nathanael

Serif <Europe>

Subject:

Affinity Designer (oprogramowanie) - podręczniki.

Grafika komputerowa - podręczniki.

Publication Year:

© 2017

Publisher:

[S.I.] : Serif (Europe)

ISBN:

9781909581036

Physical description:

[10], 432 s., [8] s. tabl. : il. kolor. ; 24 cm



### Filter items:

Shelving location:

Kampus B

Location:

Biblioteka Główna

Lending department:

All

### Loanable items

Call number:

BG WD/ENG-IT

Inventory number:

KG 39964

Condition:

nowa

List of possible  
branches and  
departments:

[Show list](#)

✓ Available

[Check the status](#)

Request

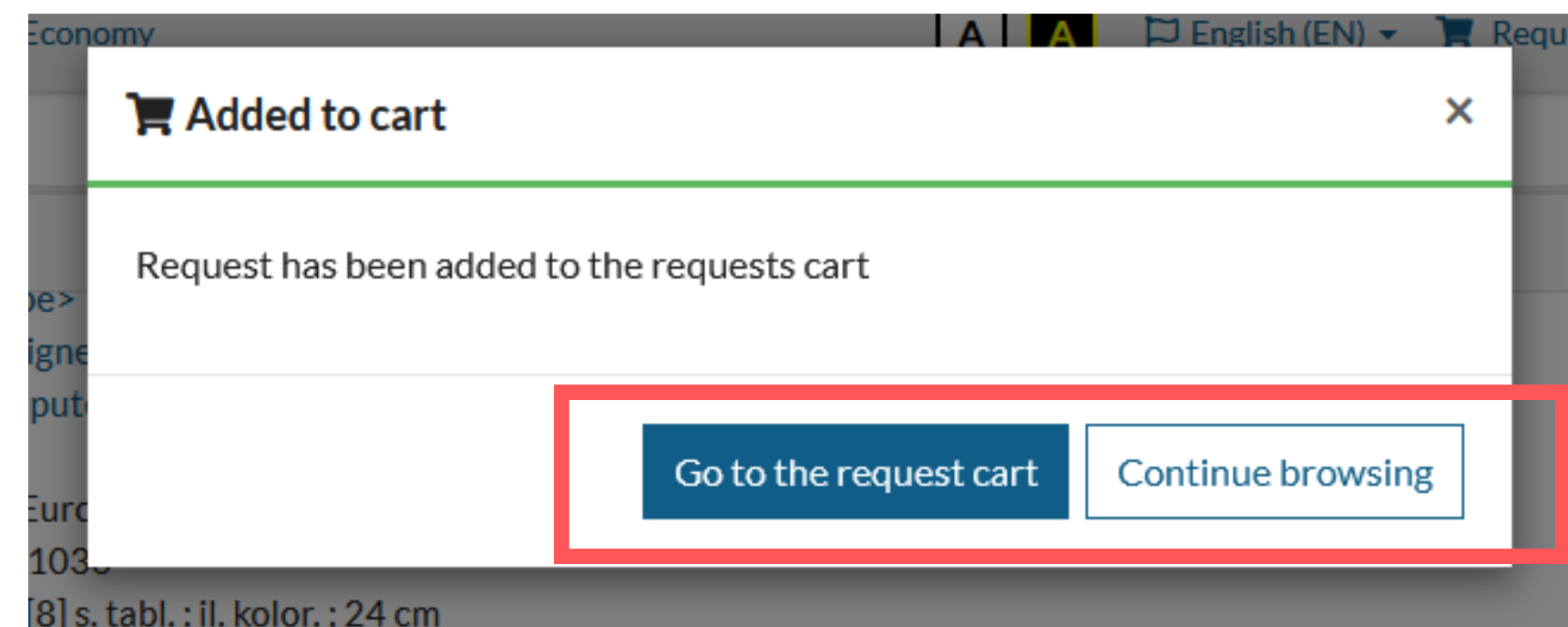
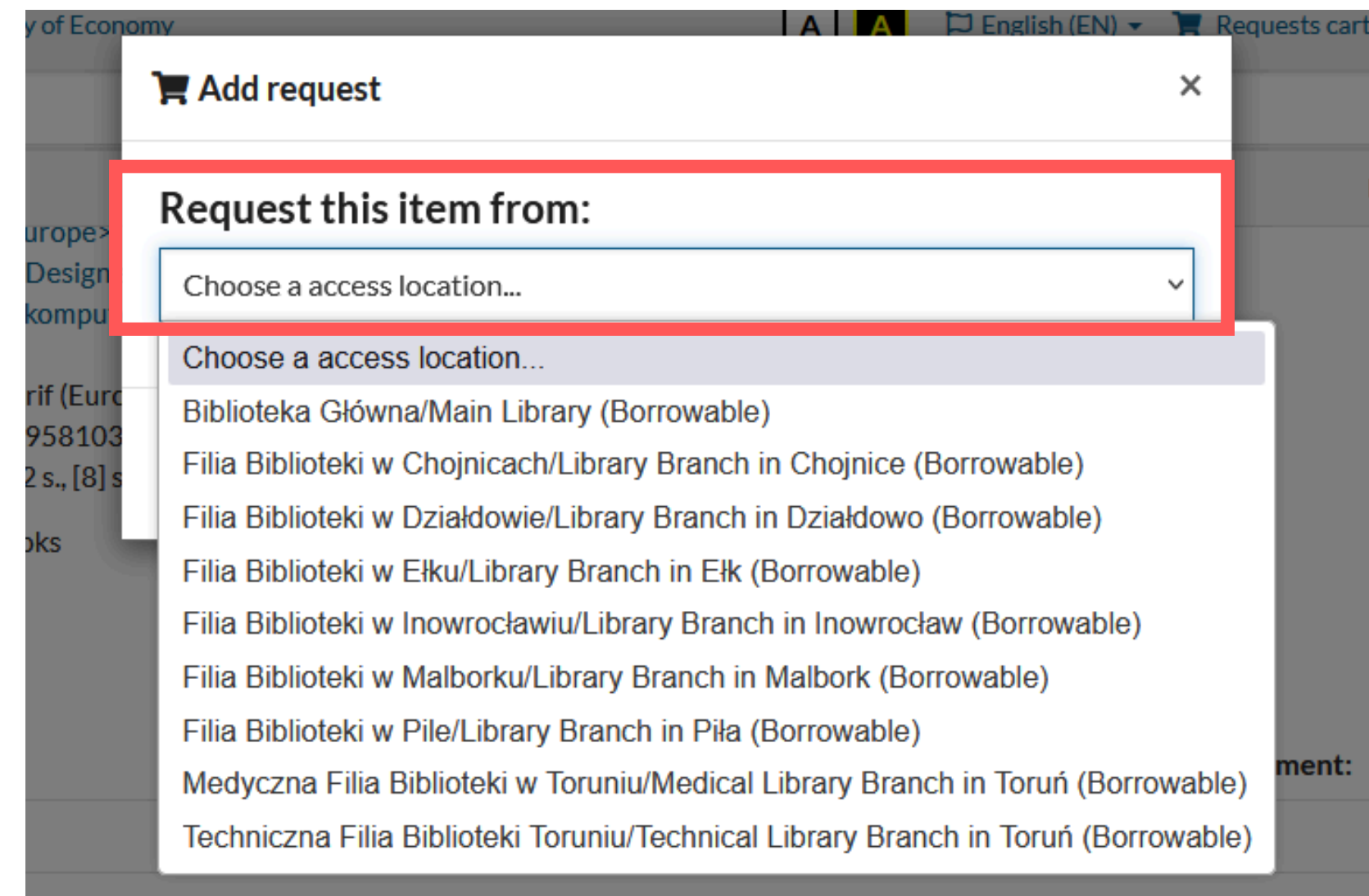
# Ordering a book

## 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.

## User's request cart

Unrealized requests **1**

☒ Select items

☒ 1.

Title of the item

Affinity Designer workbook : learn digital design and illustration with Affinity Designer / by the Affinity Team. - 1st ed. (2nd rep.). - [S.l.] : Serif (Europe), © 2017.

Access location:

Biblioteka Główna/Main Library (Borrowable)

Change

Availability date:

16/04/2025

Cancel request

Confirm request

- 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

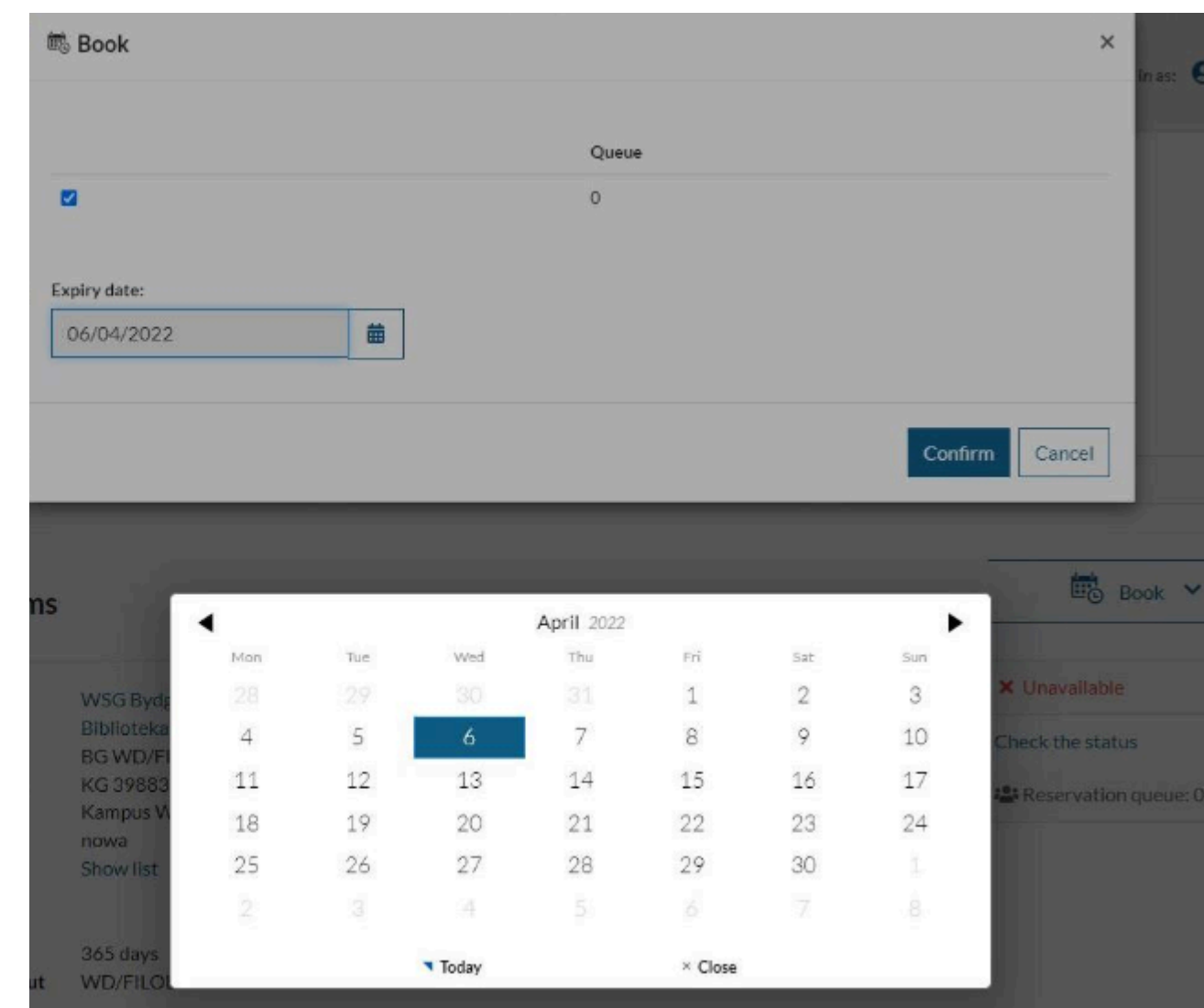
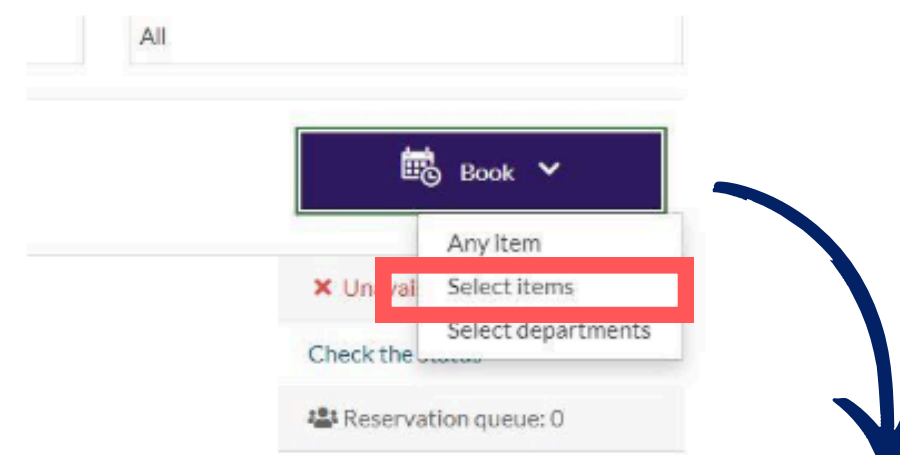
A book that interests us but is currently borrowed by another user – can be reserved. In such a case, the item details will state „Unavailable” and the only active button to use will be „Book”.

## 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.

## User account

Personal details

Borrowed items

On-site items

Requested items

Unsent

Pending

Completed

Reservations

Renewable items

User history

Fees

Change personal details

Preferences

### Requested items / Unsent

| # | Title                                                                                                                                                     |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Affinity Designer workbook : learn digital design and illustration with A / by the Affinity Team. - 1st ed. (2nd rep.). - [S.l.] : Serif (Europe), © 2017 |

# 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

|                         |
|-------------------------|
| Personal details        |
| Borrowed items          |
| On-site items           |
| Requested items         |
| Reservations            |
| <b>Renewable items</b>  |
| User history            |
| Fees                    |
| Change personal details |
| Preferences             |

### Renewable items

**Information**

Renewal of lent items (excluding accessed items). Library departments are treated as joint units. Item renewal is not possible, if the item is overdue or the user has unsettled debts in the library / lending dept.

Prolong all

| # | Title                                                                                                              | Date of return | Renew. made | Limit (reader) | Limit (item) | Action      |
|---|--------------------------------------------------------------------------------------------------------------------|----------------|-------------|----------------|--------------|-------------|
| 1 | Kręgi zwielokrotnione. / Danuta Agnieszka Kurczewicz - Chełm: Wydawnictwo TAWA Taurogiński Waldemar, 2010.         | 07/05/2025     | 0           | 1              | 2            | Prolong     |
| 2 | Microsoft Visual C++2012? To nic trudnego! : Praktyczne przykłady. / Mariusz Owczarek. - Gliwice : HELION, © 2013. | 11/05/2025     | 2           | 1              | 2            | Information |

|                        |
|------------------------|
| Dane osobowe           |
| Dokumenty wypożyczone  |
| Dokumenty udostępnione |
| Dokumenty zamówione    |
| Rezerwacje             |
| Prolongaty             |
| Historia czytelnika    |
| Opłaty                 |
| Zmiana danych          |
| Preferencje            |

### Prolongaty wykonane

Powrót

| # | Tytuł                                                                                                              | Data zwrotu | Status   |
|---|--------------------------------------------------------------------------------------------------------------------|-------------|----------|
| 1 | Microsoft Visual C++2012? To nic trudnego! : Praktyczne przykłady. / Mariusz Owczarek. - Gliwice : HELION, © 2013. | 11/05/2025  | Wykonana |

**Security question**

Prolong the document?

# 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

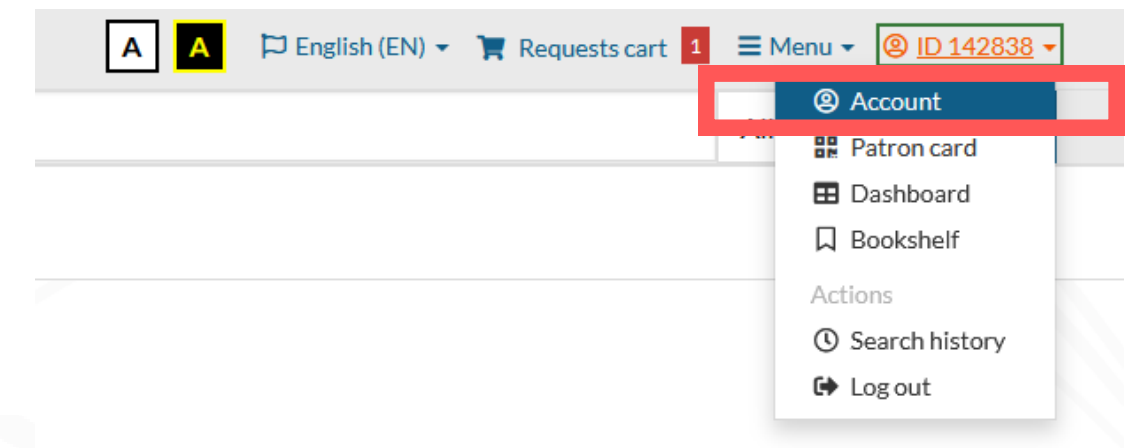
Books that are waiting to be picked up at main lending desk.  
You have 7 days from placing your order to collect them

|                           |
|---------------------------|
| Personal details          |
| Borrowed items            |
| On-site items             |
| Requested items ^         |
| Unsent                    |
| Pending                   |
| Completed                 |
| Reservations              |
| Renewable items           |
| User history              |
| Fees v                    |
| Change personal details v |
| Preferences v             |

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.

**Data source**

|                         |          |
|-------------------------|----------|
| Library catalog         | 38517    |
| EBSCO Discovery Service | 66847812 |
| The Central Index       | 4017129  |
| <b>E-book format</b>    |          |
| PDF                     | 937      |

**Shelving location**

**Language**

**Publication Year**

**Subject**

**Item Type**

**Content type**

**Author**

**Country**

**Genre**

**Item destination**

**Department**

« First ‹ Previous 1 2 3 Next › Last » Showing 1-50 from 38517 results

☐ Select items Action Records on page Full Relevance

☐ 1. Title: **Powiat tucholski; przewodnik multimedialny**

Physical description: płyta CD

06. Dokumenty Dźwiękowe

DETAILS

☐ 2. Title: **Language to go: Intermediate class cd**

Authors: Crace Araminta  
Wileman Robin

Subject: Dokumenty audiowizualne - płyty kompaktowe - język angielski - materiały pomocnicze dla szkół  
Dokumenty audiowizualne - płyty kompaktowe - język angielski - ćwiczenia i zadania dla szkół wyższych

Publication Year: 2002  
Publisher: Edinburg: Longman  
Physical description: Płyta kompaktowa: 73 min  
ISBN: 0582506565

06. Dokumenty Dźwiękowe

DETAILS

☐ 3. Title: **Total English: Elementary CD**

# 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".

### Filter items:

Shelving location:

Kampus B

Location:

Biblioteka Główna

Lending department:

All

### Loanable items

Call number: BG 1e  
Inventory number: ebook 1  
Condition: nowa  
List of possible branches and departments: Show list

✓ Available

[Check the status](#)

E-book: PDF

[Borrow on-line](#)

[Borrow on-line](#)

Maximum item borrow time: 4 weeks

Available e-book formats:

- PDF

### Borrowed items

[Save to file](#)

[Confirm](#)

[Cancel](#)

| # | Title                                                                                                                          | Department                      | Are there any reservations? | Date of return | E-books                    |
|---|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------|----------------|----------------------------|
| 1 | Microsoft Visual C++2012? To nic trudnego! : Praktyczne przykłady. / Mariusz Owczarek. - Gliwice : HELION, © 2013.             | Biblioteka Główna/ Main Library | No                          | 11/05/2025     | -                          |
| 2 | Accessing the WAN : CCNA exploration companion guide / Bob Vachon, Rick Graziani. - Wyd. 7. - Indianapolis: Cisco Press, 2011. | Biblioteka Główna/ Main Library | No                          | 12/05/2025     | <a href="#">Actions</a>    |
| 3 | Kęgi zwiłokrotnie. / Danuta Agnieszka Kurczewicz - Chełm: Wydawnictwo TAWA Taurogiński Waldemar, 2010.                         | Biblioteka Główna/ Main Library | No                          | 12/05/2025     | <a href="#">Browse PDF</a> |

# Borrowing and sharing limits

| Status   | Rental  | Sharing |
|----------|---------|---------|
| Student  | 5/month | 10      |
| Employee | >100    | 10      |
| Other*   | 0       | 10      |

Source: Own work based on: Regulamin Udostępniania Zbiorów Biblioteki Głównej Wyższej Szkoły Gospodarki, p.2 .

\*People from the outside, parents of WSG preschoolers, etc.

A decorative graphic consisting of several squares in dark blue and light blue, arranged in a sparse, geometric pattern around the central text.

# Prepared by: Main Library WSG

**biblioteka@byd.pl**  
**tel.: 52 567 00 73, 52 567 00 74**  
**Obrońców Bydgoszczy 1 (1st floor)**  
**85-054 Bydgoszcz**

