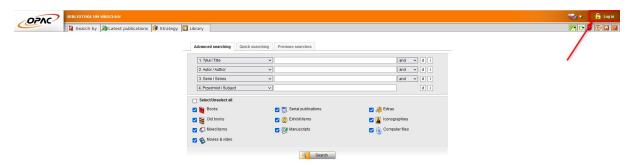
Ordering documents for loan from the storeroom

Go to the library website bg.umw.edu.pl

Select the **OPAC Library catalogue**.

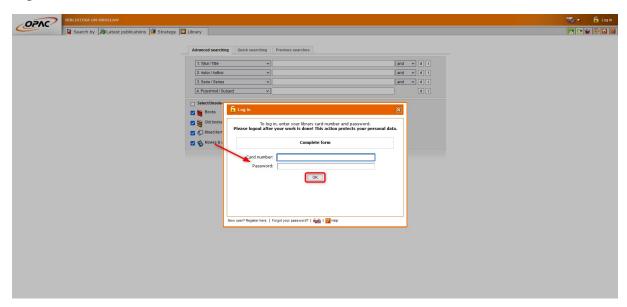


Select the **Log in** option located in the upper right corner of the screen.



Enter your login and password, select OK.

NOTE: the login is name.surname or library account number, the password created during registration.



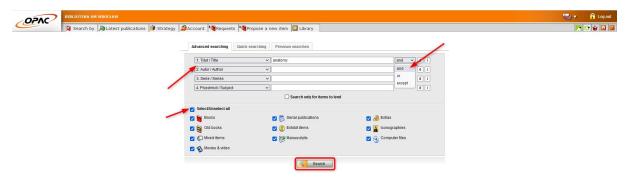
Enter the data you are interested in and select **Search**. You can search by multiple indexes (title, author, subject, etc.) using a combination of conditions:

and – the result will be records that meet all the given conditions,

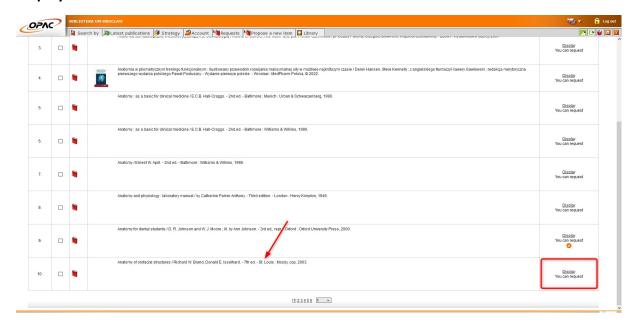
or – the result will be records that meet at least one of the given conditions,

except – the result will be records that meet the condition given in the first window, and do not meet the condition given in the second search window.

Here you can also narrow down the results to the type of document (e.g., books alone) and search only for documents that are loanable.



The results are presented as a list. If you find a document you are interested in, select **Display** or click on the title.



Select the ordering symbol on the right.



Expand the list, specify the place where the book will be delivered and select **Request**.



Select the document and choose Confirm Request.



If the screen displays the message **All requests sent** - the process was carried out correctly. Pay attention to the information on the document delivery time.

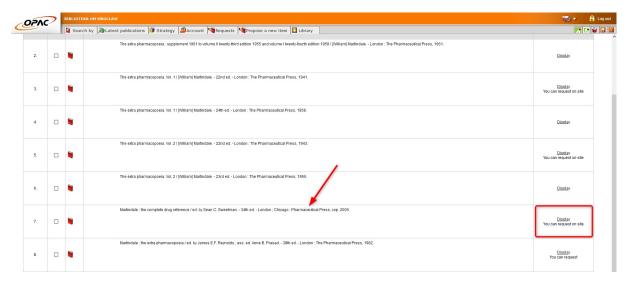


You will receive an email notification if the book is ready for pickup. You have 7 business days to pick up your order. If you fail to do so, the system will temporarily block your library account, you will lose the ability to order more books. If you are unable to pick up the document by the deadline, report to the library to cancel your order. This will avoid the temporary blocking of your account.



Ordering documents for on-site access

Some of the documents in stock can only be used on-site. If you find such a document, select **Display** or click on the title, then follow the same procedure as for ordering a document for loan.





Special Collections

Documents such as: old prints, manuscripts, iconographic collections (e.g. bookplates), medals, social life documents (DŻS) as well as books and journals published before 1945, doctoral theses and type scripts of Ph. D. theses are available to use on site in the Special Collections Reading Room.

If you find such a document, select **Display** or click on the title, then follow the same procedure as for ordering a document for loan.

