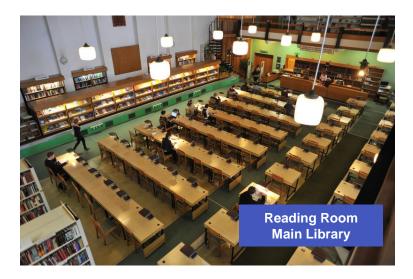




# Library catalog and access to databases

The Library of the University of Opole

# **About library**



- The Library of the University of Opole is the greatest library in Opole voivodship.
- It supports university employees and students in their academic and didactic work.
- The Library network consists of 11 specialist libraries, and their resources correspond with educational profiles of the faculties and institutes.
- The Library offers access to both printed and electronic versions of books and periodicals.
- Thanks to the library catalog it is possible to search and order books via the Internet as well as to check the status of your library account.
- Students and employees are able to use electronic resources outside the University by means of HAN specialist system.
- The Library is the member of Silesia Digital Library, making the valuable publications from its resources available free of charge for the Internet users.
- The Main Library owns 649 old prints coming from Polish and European publishing houses from 16<sup>th</sup>-18<sup>th</sup> centuries, and a collection of manuscripts from 19<sup>th</sup> and 20<sup>th</sup> centuries.

### How to join the library?

- Please go to the library, submit a completed declaration containing personal data and sign the obligation to comply with the Library Regulations, and in addition, present:
- ID card or other evidence of identity and current student ID card.

#### How many books can be borrowed?

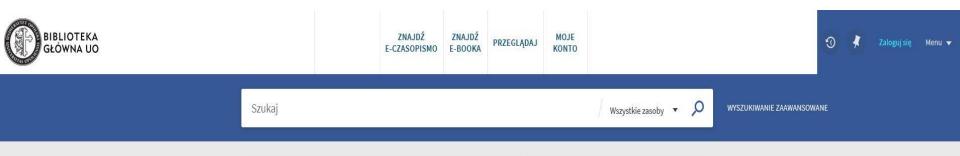
- students of the UO 15 titles for 5 months
- students studying at the same time more than one field of study - 20 titles for 5 months

# **Can I order a book online?**

Yes. Through the Catalog <u>http://primo.uni.opole.pl/</u>

#### www.bg.uni.opole.pl

📞 sekretariat 77 401 61 40 wypożyczalnia 77 401 6143	s czytelnia 77 401 6137 🛛 🖼 biblioteka@uni.opole.pl	
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#### O multiwyszukiwarce

Zapraszamy do korzystania z narzędzia pozwalającego na znalezienie i uzyskanie dostępu do zbiorów bibliotecznych: drukowanych, elektronicznych i cyfrowych, niezależnie od ich formatu i lokalizacji!

Bazy licencyjne: EMIS, MathSciNet i serwisy informacji prawnej niedostępne w wyszukiwarce PRIMO - dostępne są poprzez zakładkę "Źródła elektroniczne" - "Bazy danych" na stronie WWW Biblioteki.

#### Zaloguj się, aby m.in.:

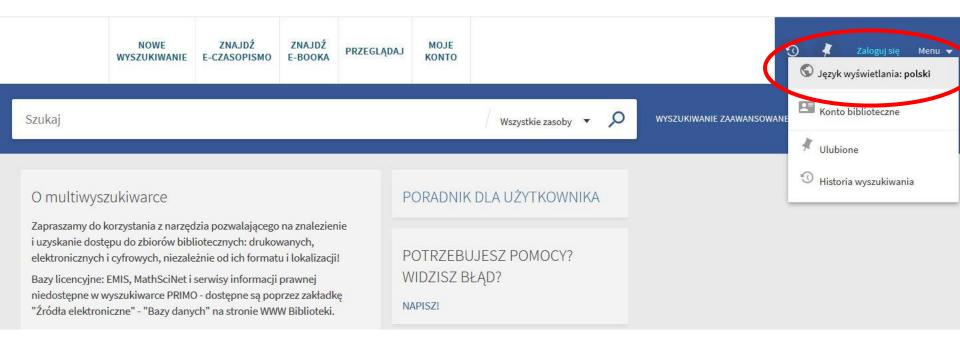
- zamówić książkę,
- sprawdzić stan konta bibliotecznego,
- uzyskać dostęp do pełnego tekstu w wersji elektronicznej.

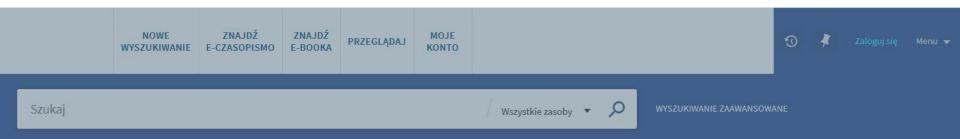
#### PORADNIK DLA UŻYTKOWNIKA

POTRZEBUJESZ POMOCY? WIDZISZ BŁĄD?

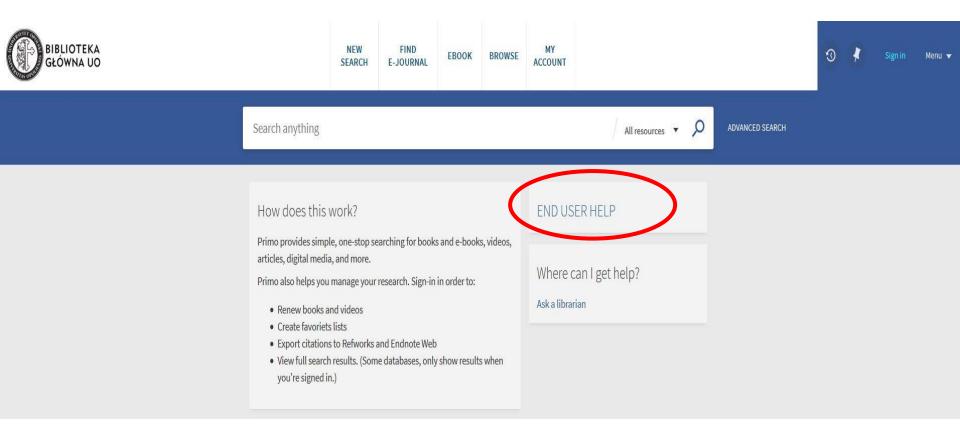
NAPISZ!

## How to change interface language?

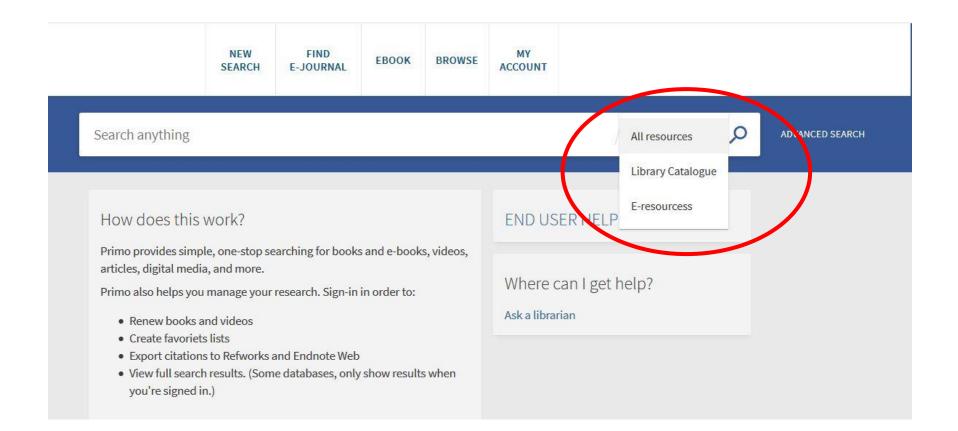




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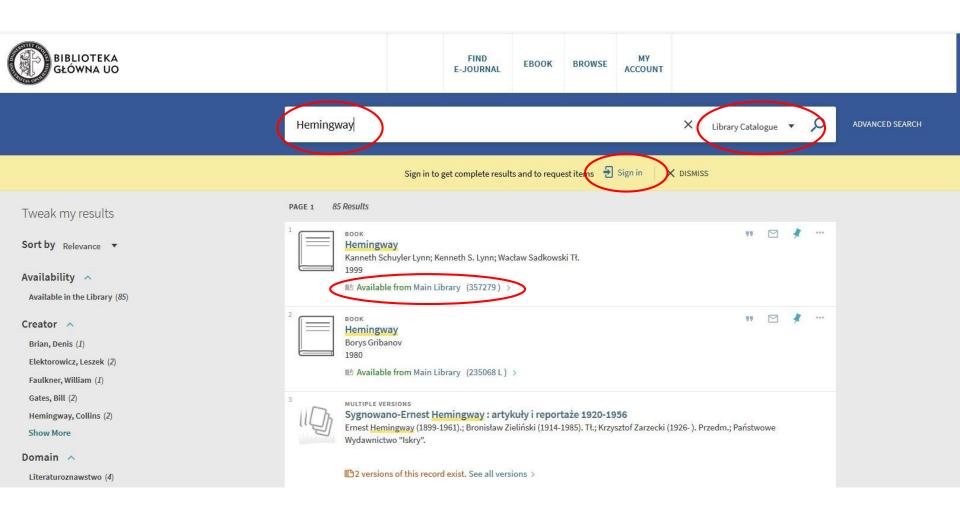


# Feel free to use search engine to simultaneously check the catalogue, databases, e-Books



# How to check if the book is available to be borrowed?

- In the search results list click on the link choosing source of the Main Library or specialist libraries.
- In the description of the individual units attention should be paid to the **Item status**.
- NOTE! Status *Borrowing* does not always mean that the book can be ordered. If next to the book the date of return of the copy appears, it means that <u>it is on loan</u>! Information *On shelf* indicates that the book can be ordered by clicking on the option *Hold*, which is located to the right of the individual units, after required logging into the library system
- Information about the location of the book will appear at Pickup location. Then click Send request. The green bar will show a message about accepting the order.

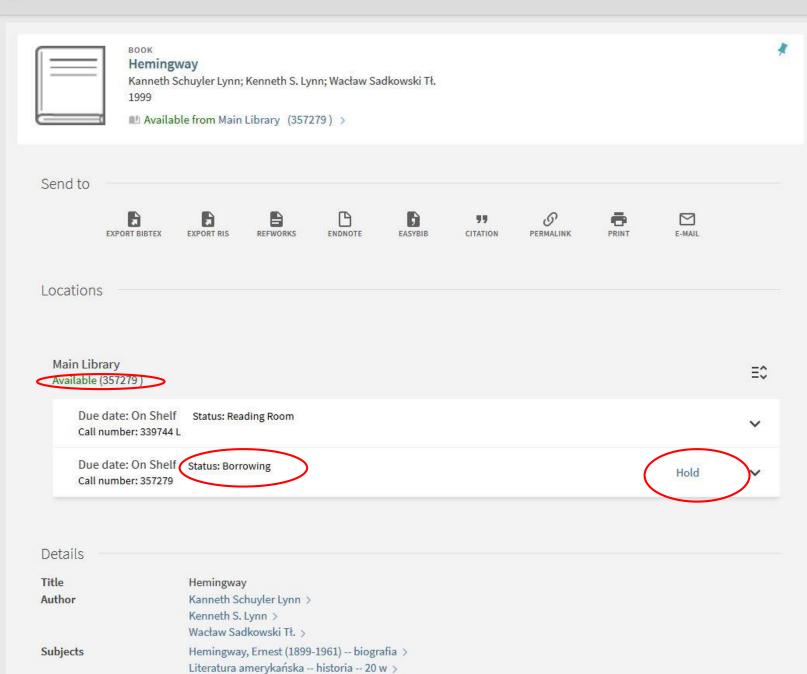


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Please note that only employees and students of the University of Opole can access electronic databases from private computers. Other library users can access these resources through the UO network.



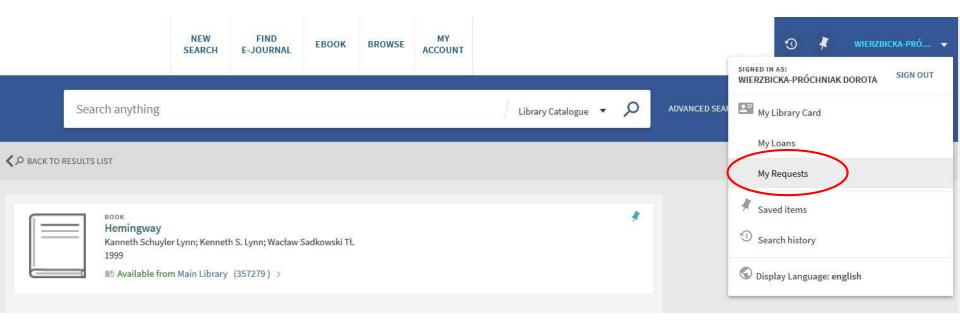


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# Within how many days should I pick up an ordered book?

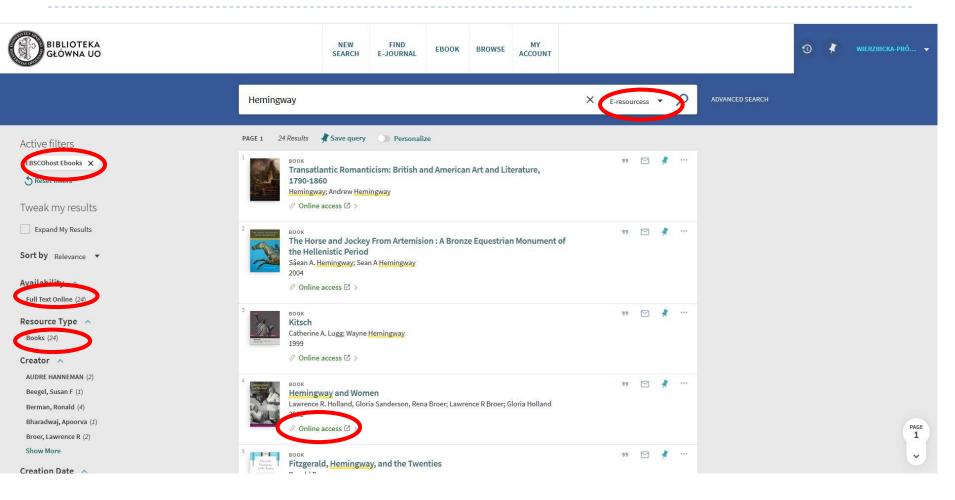
- The ordered book is to be picked up within 5 calendar days.
- Otherwise, the library account will be blocked.



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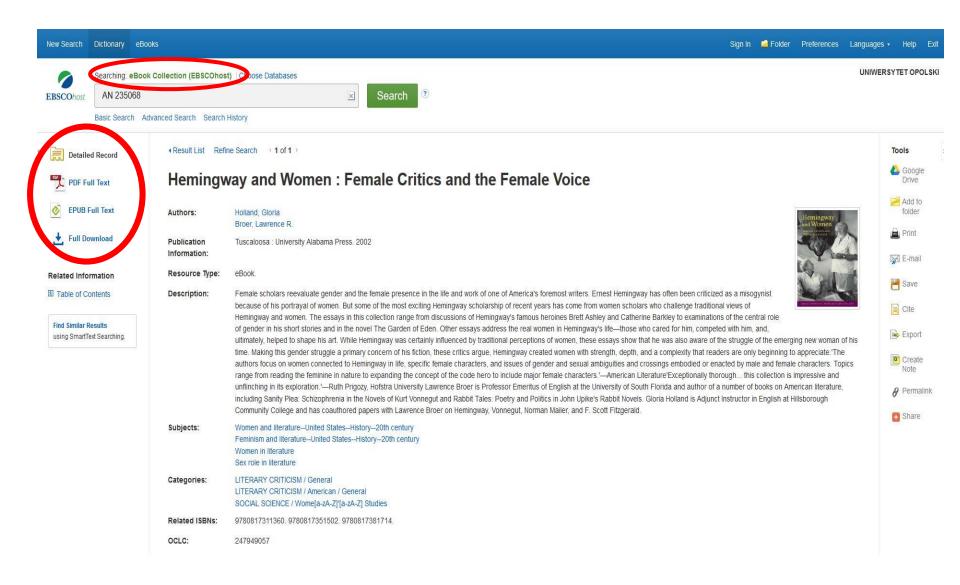
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### **E-resources**

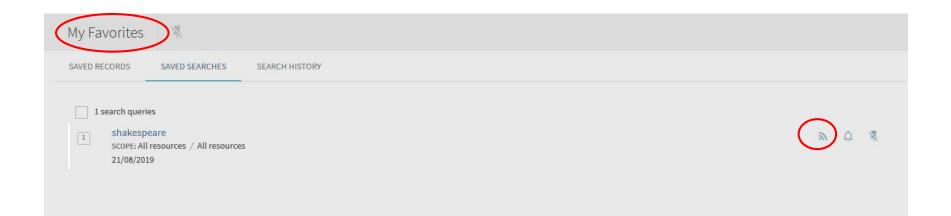


# Direct link to the text of the electronic book in the database





#### How to set an RSS/alert for search queries?



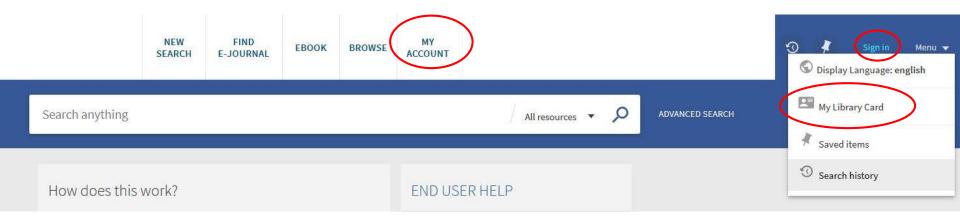
# How to log in to my account?

• You can access your account in 3 ways:

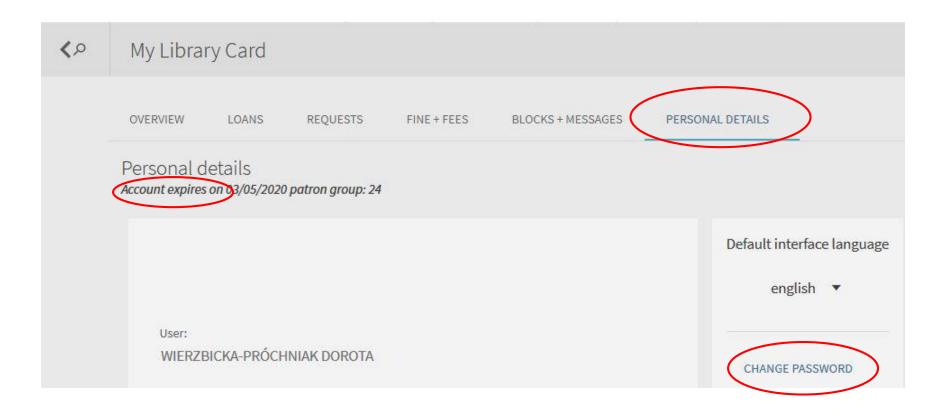
- by clicking Sign in
- by clicking My Library Card in Menu
- by clicking **My account**
- In the field Card Number:

- type correctly your student ID card number which is located below the bar code or "Nr albumu".

- In the field **Password**:
  - Readers who do not have a password, repeat the above card number.



## How to change password?



## How to log-out?

	NED IN AS: ERZBICKA-PRÓCHNIAK DOROTA
2	My Library Card
	My Loans
	My Requests
1	Saved items
S.	Search history
S	Display Language: english

### How to check your library account balance?



## Why can not I order a book?

- Card number or password was entered incorrectly
- Your library account is blocked due to retention of books
- If the account is blocked, the system will display information about the cause on My Library Card (Blocks+messages). If you are in doubt, ask a librarian.

### Is it possible to prolong the book borrowed? Where and how to do it?

The loan period of the book can be extended for one month, but you must do so before the deadline for its return. This can be done in person at the library or by catalog, by phone or email.

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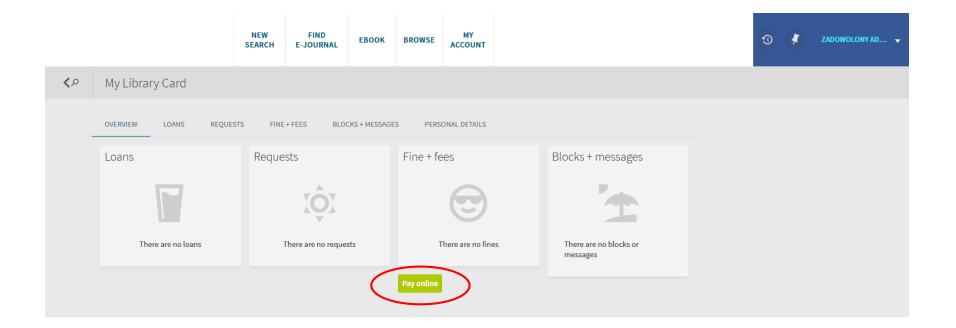
## What to do in case of lost books?

- In the event of damage or loss of a book you should report it in the library, and then:
- Provide the same book, and if there is no such opportunity, pay a compensation of the book according to the rules determined by the Rector of the UO.

# What happens when a book is not returned on time?

In the case of non-compliance with the book return date, the computer automatically locks the account and charges readers monetary fee as determined by the Rector of the UO price list of 0,20 zł per day (shortterm loan – 2 zł per day). The account will be unlocked after paying the penalty fee and returning books.

### **One of payment methods – transactions online**



# What do I need to do to use the collection in the Reading Room?

- Books and periodicals are located directly in the Reading Room, where there is open access to the shelves, or in the storehouse.
- After verifying signatures in the computer catalog, you should go to reading room, where you simply present a student ID card.

# Access to electronic databases

#### via computers which belong to the UO network

- Find a selected database on the UO Main Library website ("Electronic sources" tab ▶ "Databases" ▶ databases' names table).
- 2. Click the name of the database.
- via computers which do not belong to the UO network

#### (,,private computers")

- Find selected database on the UO Main Library website ("Electronic sources" tab ▶ "Databases" ▶ databases' names table).
- 2. Click the icon 🐔 and login field to the HAN system will appear. You need to type your personal number of a student ID card and the password to your library account.



Please note that only employees and students of the University of Opole can access electronic databases from private computers. Other library users can access these resources through the UO network.

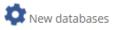
## Principles concerning the access and use of the University of Opole electronic resources

- I. It is allowed to make a copy of single article and a book's part on electric carrier or to print it for didactic purposes or scientific research only.
- 2. It is forbidden to create multiple copies of the articles, periodicals and electronic books and to store them without necessity if it is not required by current research.
- 3. It is forbidden to publish the articles or electronic books' fragments and to reprint them in original or alternated form, with the omission of the source and copyrights' specification.
- 4. It is forbidden to make use of licensed electronic stocks of the University of Opole Library for commercial activity (other than scientific).

## **Databases**

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All resources	Library Catalogue	E-resourcess Search		EJOURNALS Online Catalogue
				User Guide
	DURNALS Iniversity of Opole			SILESIAN DIGITAL

#### Databases



Access to databases from personal computers – logging in using the data to an active library account



More information on databases

@ please, send questions and comments or report problems with the functioning of databases to the e-mail address dwierzbicka@uni.opole.pl or call (077) 401 6164.

Access via the eduroam wifi network is only possible using the HAN system (as in the case of computers outside the UO network).

5how 30 🗙 entries							Search:		
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Academic Search Ultimate				i		multi branch		abstract-full text	
AccessMedicine				i		medicine		full text	
Agricola				i		agriculture, natural sciences		bibliographic	
AGRO				i		natural sciences, agriculture		bibliographic	
AHFS Consumer Medication		*		i		medicine, pharmacy		bibliographic- abstract	

# Examples of recommended databases

# **Academic Search Ultimate**

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# **Academic Search Ultimate- content**

## Full text

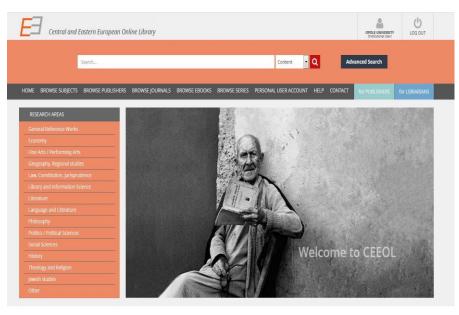
- Subject Area: Multidisciplinary
- I0,021 active full-text journals and magazines
- 9,017 active full-text peer-reviewed journals
- access to resources cited in key subject indexes
- academic journals, magazines, periodicals, reports, books and videos
- every discipline ranging from astronomy, anthropology, biomedicine, engineering, health, law and literacy to mathematics, pharmacology, women's studies, zoology and more

# **EMIS Intelligence REGION**

- Information service in the field of economics.
- It contains comprehensive information from over 9,000 publications on developing markets, including Poland.
- Provides access to economic, financial, political, macroeconomic, legal news, financial statements of public and private companies, industry reports, industry statistics, data and macroeconomic analysis.



# C.E.E.O.L.



CEEOL PHOTO GALLERY

LATEST ADDITIONS TO OUR CATALOG

CURRENT FIGURES:

- Online archive which provides access to articles in pdf format
- Scholarly journals and eBooks from and about Central, East and Southeast Europe
- Economy, Philosophy, Politics/Political science, Social science, History, Theology and religion, Jewish studies

# **JSTOR**





- JSTOR is a digital library for scholars, researchers, and students
- It provides access to academic journal articles

## Arts & Sciences IV:

administration, business, education, law, psychology, public policy and administration

### Arts & Sciences VII:

- history, political science, sociology, history of art, language and literature, health policy
- Language & Literature Collection

## e-Books

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All resources	Library Catalogue	E-resourcess	Search		EJOURNALS Alep Online Catalogue
					User Guide
					SILESIAN DIGITAL

#### e-Books

#### Access to the platform from home computers

@ Should you have any questions or problems with the functioning of the e-book platform please send an e-mail to: dwierzbicka@uni.opole.pl or call (077) 401 6164.

Access via the eduroam wifi network is possible only by logging into the HAN system (as in the case of computers outside the UO network).

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Access from UO network	Access from home	<b>≑</b> Fie	ld	¢	Additional information 🗘
Academic Research Source eBooks (EBSCO eBook Academic Collection)	*	mu	ılti branch		The <b>multidyscyplinary collection of e-books. It contains over 193 600 academic</b> <b>books (list of titles)</b> . Electronic books are made available on the same EBSCOhost platform as the other EBSCO databases. As a result, users can search in linked collections of e-books and databases, and the results are displayed on one list. <b>eBooks User Guide</b>
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# **EBSCO eBook Academic Collection**

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EBSCO eBooks™ Open Access Monograph Collection		multi branch		Terms of use EBSCO eBooks <sup>™</sup> Open Access Monograph Collection is a new, DRM-free and available at no cost e-book collection on the EBSCOhost platform and easily discoverable via EBSCO Discovery Service. It was created in collaboration with university presses and scholarly OA publishers such as University of Michigan Press, Taylor & Francis and Temple University Press. Within the collection, EBSCO provides access to all current and future OA e-books with DRM-free access on the EBSCO platform.	Access via computers in the UO network

- This growing subscription package contains a large selection of multidisciplinary ebooks representing a broad range of academic subjects.
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#### New Search Dictionary eBooks



#### UNIWERSYTET OPOLSKI

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	AND -	Select a Field (optional) 🔻	$\oplus -$		

### Rebook Collection

Browse By Category	Highlights								View All
Children's & Young Adult Fiction Children's & Young Adult Nonfiction Arts & Architecture Biographies & Memoirs Body, Mind & Spirit Business & Economics Computer Science Cooking Crafts & Collectibles Education	Research and the second and the seco	Environmental Ethics and by Stenmark, Mikael	Freedom of Information in by Sides, Charles H.	Religious Identities in B	Women As Sites of Culture	On Søren Kierkegaard : Di by <u>Mooney, Edward F.</u>	Fields, Fens, and Felonie by <u>Durston, Gregory</u>	Vagrants & Accidentals by Craft, Kevin	>
Engineering & Technology Fiction Health & Medicine History Home & Garden	Featured eBooks Psychology								View All

## Feel free to contact us!

# Ask a librarian via our website

 Web form for sending questions about library services and resources: <u>https://bg.uni.opole.pl/en/</u> <u>ask-a-librarian/</u>

## Ask a librarian

2 Strzelców Bytomskich St. 45-084 Opole

Phone: 077 401 6145

Name and Surname (\*)

Your email (\*)

Your message

Send

# Ask a librarian - other ways

• e-mail:

library@uni.opole.pl

- phone number:
  - 77 401 6140
- Main Library address:
   Strzelców Bytomskich 2 45-084 Opole

