

# 3

## BORROWING

### 3.1

#### Requesting materials for borrowing

After finding the book you are interested in and clicking on its title, you will be redirected to a record window with detailed bibliographic data. If copies are available, you will see a **"Request"** button.

The screenshot shows a library catalog record for the book "Diagnostic Radiology Essentials" by Lee Alexander Grant and Nyree Griffin. The record includes a sidebar with navigation options (TOP, SEND TO, GET IT, DETAILS, LINKS) and a main content area with the following sections:

- Get It**: A "Request" button is highlighted with a red box and an arrow pointing to it with the text "click here".
- LOCATIONS**: A list of available copies is shown. The first entry, "Main Library Available, Storeroom - orders for the lending unit and other locations", is highlighted with a red box and an arrow pointing to it with the text "remember to check the location; only copies located in 'Main Library Storeroom' are available to borrow".
- Details**: A table of bibliographic information including Title, Creator, Other title, and Format.

After clicking the "Request" button, the system will ask you about the pickup location. You will need to select the "Lending Unit" or "Book Pick-up Machine" location.

The screenshot shows the request form for the book "Diagnostic Radiology Essentials". The form includes a sidebar with navigation options (TOP, SEND TO, GET IT, DETAILS, LINKS) and a main content area with the following sections:

- Request**: A form with a "Pickup Location" dropdown menu. The dropdown is highlighted with a red circle, and an arrow points to it from a box containing the options "Lending Unit" and "Book Pick-up Machine".
- Buttons**: "CALCULATE QUEUE", "Place in queue is", "RESET FORM", and a green "SEND REQUEST" button.

The message in the green bar confirms that the request was successfully placed.



BOOK  
**Netter's clinical anatomy** / John T. Hansen ; illustrations by Frank H. Netter ; contributing illustrations Carlos A. G. Machado [i 4 pozostałych].  
Hansen, John T. Autor | Netter, Frank Henry (1906-1991) Ilustrator | Machado, Carlos A. G. Ilustrator | Elsevier (Amsterdam) Wydawca  
© 2019 | Philadelphia : Elsevier

📖 Main Library Reading Room and other locations >

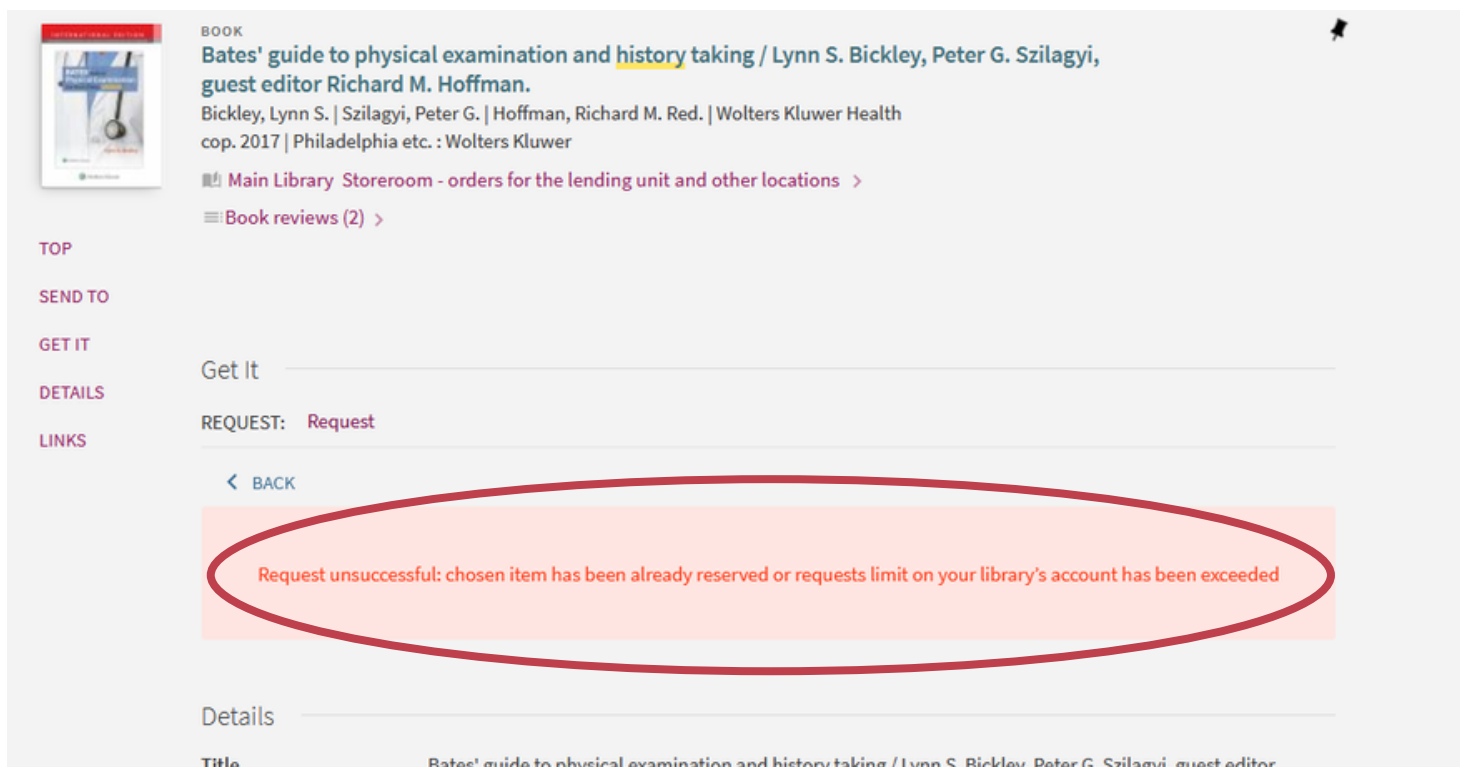
TOP  
SEND TO  
GET IT  
DETAILS  
LINKS

Get It \_\_\_\_\_  
REQUEST: Request

< BACK

Your request was successfully placed

A request cannot be completed in two cases: when the reader has already borrowed the same title and the same edition of the book or when the reservation limit has been exceeded.



BOOK  
**Bates' guide to physical examination and history taking** / Lynn S. Bickley, Peter G. Szilagyi, guest editor Richard M. Hoffman.  
Bickley, Lynn S. | Szilagyi, Peter G. | Hoffman, Richard M. Red. | Wolters Kluwer Health  
cop. 2017 | Philadelphia etc. : Wolters Kluwer

📖 Main Library Storeroom - orders for the lending unit and other locations >

📖 Book reviews (2) >

TOP  
SEND TO  
GET IT  
DETAILS  
LINKS

Get It \_\_\_\_\_  
REQUEST: Request

< BACK

Request unsuccessful: chosen item has been already reserved or requests limit on your library's account has been exceeded

Details \_\_\_\_\_

Title Bates' guide to physical examination and history taking / Lynn S. Bickley, Peter G. Szilagyi, guest editor

Orders are processed during the storeroom's working hours, from 8:00 a.m. to 7:30 p.m.

- Pick up in the Lending Unit - order processing takes about 20 minutes
- Pick up in the Book machine - order processing may take up to 24 hours, depending on how full the lockers are

## 3.2

### Reserving materials already borrowed

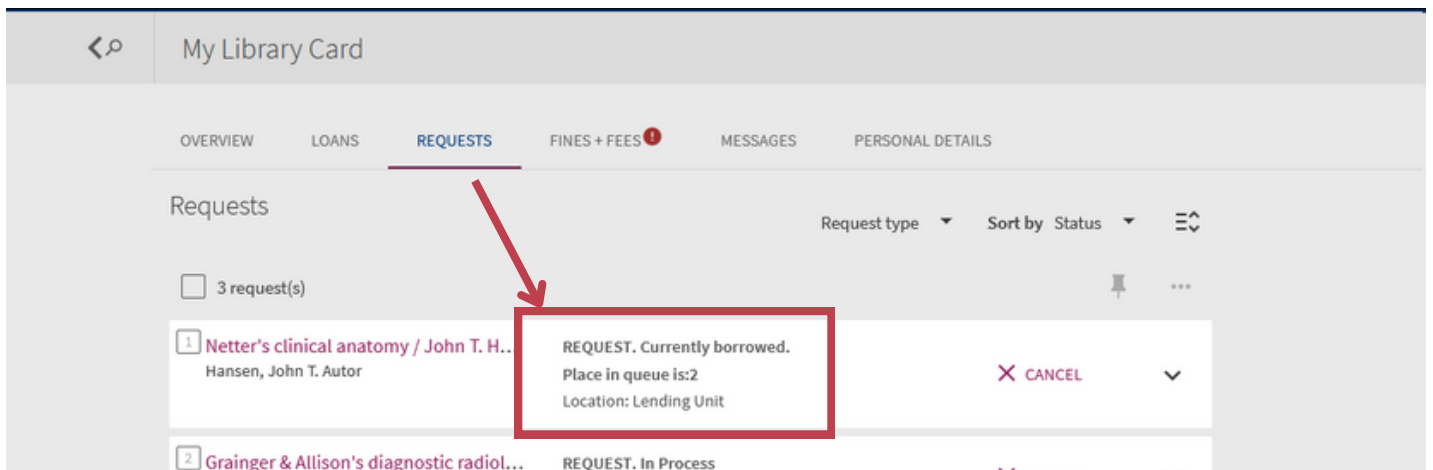
It may happen that all copies of the book you are looking for are on loan. Let's take "Netter's clinical anatomy" as an example. We have 11 copies of this book in our Library, but all of them are currently on loan.

The screenshot shows the library catalog page for the book "Netter's clinical anatomy". The page includes a sidebar with navigation options (TOP, SEND TO, GET IT, DETAILS, LINKS) and a main content area. A blue callout box points to the "Request" button in the "REQUEST:" section, stating: "To reserve a book click on the 'Request' button". Another blue callout box points to the "Main Library" location details, which show "Out of library, Storeroom - orders for the lending unit (2 copies, 0 available, 4 requests)", stating: "If you click on the details of the copies in the 'Main Library' location, you will see information on number of copies (2), availability (0) and requests (4)".

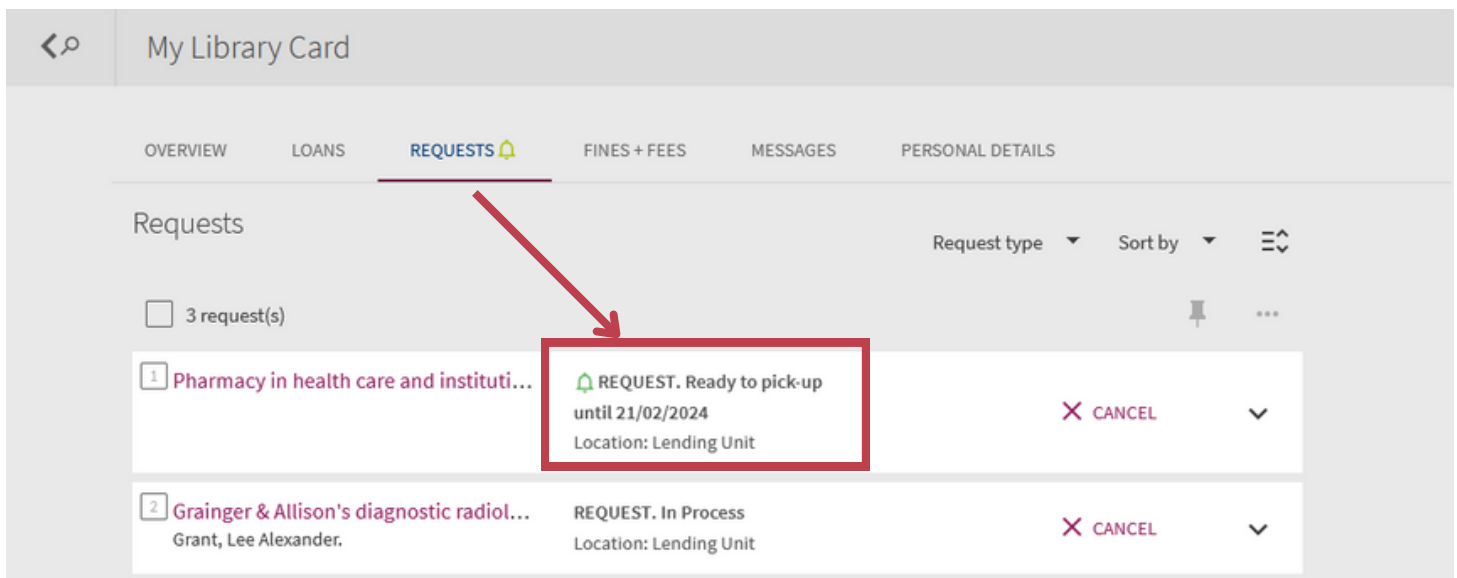
To queue, click the "Request" button and then select a pickup location. The system will show how long the waiting list is.

The screenshot shows the request form. A blue callout box labeled "STEP 1" points to the "Request" button in the "REQUEST:" section. A blue callout box labeled "STEP 2" points to the "Pickup Location" dropdown menu. Below the dropdown, the text "Place in queue is" is highlighted, with a blue callout box stating: "Information on the length of waiting list". Other elements on the form include "CALCULATE QUEUE", "RESET FORM", and a green "SEND REQUEST" button.

You will be able to check your current place in the queue in your “Library Card”.



When the copy is available again, the status of the copy will change to "On Hold Shelf until," a green bell will appear in the "Requests" tab, and a notification will be sent to your email informing you that the book is waiting to be picked up.



### 3.3

## Borrowing limits

	<u>Max. number of books</u>	<u>Borrowing period</u>
MUG students	15	6 months
MUG intercollegiate students	15	6 months
PhD students	20	12 months
MUG postgraduate students	4	1 month
MUG employees	20	12 months
MUG employees (contract)	5	2 months
FarU students and employees (UG, PG)	15	2 months
Students and employees of other public universities in the Tri-City and readers of partner libraries	4	1 month
Health care workers enrolled for a fee	4	1 month

## 3.4

### Borrowing books from the Reading Rooms

It is possible to borrow books from the Reading Rooms for the night or for the weekend.

Books can be borrowed before the library closes and have to be returned on the next opening day of the Library by 11:00 am.

If the return date is exceeded, a fee is charged in the amount of PLN 10/day/vol.

## 3.5

### Interlibrary Loans

The Interlibrary Loan Service fulfills orders for books and journal articles that are not in our collection.

Orders should be placed by email (from the @gumed domain mail), to [biblioteka.miedzybiblioteczna@gumed.edu.pl](mailto:biblioteka.miedzybiblioteczna@gumed.edu.pl).

The email should include all necessary bibliographic data:

- for books: author(s), title, year of publication
- for articles: author(s), title of publication, title of journal, year and number

We send copies of articles by e-mail. On the other hand, ordered books can be used only on site.

From Polish libraries we import only materials not available in Gdansk libraries.

If the publication you are looking for is not available in any of the libraries in Poland, we can order it (an article or a book) through the Subito system, an association of libraries from Germany, Austria and Switzerland. There is a fee for this service.

The cost of the service is determined by the sending library; usually the cost of an article is from 6 to 14 euros, while a book is about 13 euros.